

Aylsham Town Council
Neighbourhood Plan Working Group
Terms of Reference

1. NAME

The name of the Working Party shall be Aylsham Town Council Neighbourhood Plan Working Party called the 'Working Party' in these terms of reference.

2. PURPOSE

The main purpose of the Working Group is to prepare a Neighbourhood Plan for the town, on behalf of the Town Council, in line with the requirements of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area.

In undertaking this role, the Working Group will:

- Ensure that Neighbourhood Planning legislation, as set out in the Localism Act 2011, as well as the Neighbourhood Planning (General) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
- Set out a project timetable, featuring key milestones, and a budget for preparing the Neighbourhood Plan.
- Seek appropriate funding to meet the costs of developing the plan.
- Plan, manage and monitor expenditure incurred in the preparation of the plan and report back to the Town Council on these matters.
- Report regularly to the Town Council on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.
- Seek to gather the views of the whole community, including residents, groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
- Liaise with Broadland District Council and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local, national and European planning legislation.
- Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the Neighbourhood Plan.

3. MEMBERSHIP

The Working Party will be open to any members of the Town Council and may include and any interested members of the community, as approved by the Town Council.

All members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Working Group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

4. MEETINGS

4.1. Frequency and calling of meetings

The Working Group shall meet every month, or as may be required. Notice of Working Group meetings shall be given to its members, by email at least five working days in advance of the meeting date. Notices must include details of the matters to be discussed.

4.2. Quorum

No decisions shall be made at a meeting of the Working Party unless three Members are present,

4.3. Chairmanship

If present, the chairman of the council or vice-chairman shall preside. If neither the chairman or vice-chairman are present, the group shall appoint a chairman from the members present.

Decisions on operational matters (relating to the process of preparing the Plan) shall be determined by a majority of votes of the Working Group members present and voting.

Decisions on matters relating to proposed content of the Plan shall be made by the full Town Council, following consideration of recommendations made by the Working Group.

4.4. Attendance and role of Advisors at meetings

Aylsham Town Council Officers and representatives of Abzag will have advisory roles and will not have voting rights

The Working Party or Town Clerk may invite other people to address the Working Party on matters under discussion.

4.5. Notes

The Working Party meetings will be serviced by Aylsham Town Council. Notes shall be taken of all Working Party meetings by the appointed Officer and shall be presented to the next appropriate meeting of Aylsham Town Council for formal adoption.

5. FINANCIAL MATTERS

5.1 The Working Party will not have a budget.

5.2 Any financial recommendations made by the Working Party will be agreed by Aylsham Town Council through adoption of the Working Party Notes.

6. CHANGES TO THE TERMS OF REFERENCE

These Terms of Reference may be altered and additional clauses added by agreement of the Working Group and Town Council.