HEYFORD PARK
PARISH COUNCIL

NEIGHBOURHOOD PLAN WORKING GROUP (NPWG) – TERMS OF REFERENCE

Date Agreed: 17th January 2024 **Date of Next Review: May 2024**

Background:

On 06 July 2022 the Heyford Park Parish Council passed the following resolution:

> **"*The council will work with the relevant bodies to create a process to remove the area in Heyford Park Civil Parish from the designated Mid-Cherwell Neighbourhood Plan, and assess the advantages and disadvantages of creation of a Neighbourhood Plan for Heyford Park"***

On 15 November 2023 the Heyford Park Parish Council unanimously passed the following resolution:

> ***"Heyford Park Parish Council terminates its membership of the MCNP Forum with immediate effect and will seek an alternative arrangement under the guidance and recommendations of the Neighbourhood Plan Working Group of the parish council" (which will be re-activated for this purpose)"***

Aims and Objectives

Objectives:

1. To assess the advantages and disadvantages of creating a separate Neighbourhood Plan for Heyford Park and undertake a risk assessment.

2. To present a report of the findings, and the Working Groups recommendations, to the Parish Council.

3. To assist with PC communications to actively inform and update parishioners.

4. To help deliver any resulting resolutions that may be agreed by the Heyford Park Parish Council.

Membership:

1. The NPWG will comprise of 4 Parish Councillors and representative(s) from Dorchester Living.

Author: Lorraine Watling, Parish Clerk. Updated January 2024

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2. The membership of the NPWG was confirmed at the PC meeting on 20 December 2023.

3. The Chairman of the NPWG will be a Parish Councillor.

4. Other people may join the working group to maintain the Working Group numbers if authorised by the Parish Council at a monthly meeting.

5. Three members shall constitute a quorum for meetings.

6. A Working Group has no delegated authority and so any proposals for action on behalf of the PC must be approved by the council beforehand.

Meetings:

1. Meetings of the NPWG will be held at least monthly and reported at Parish Council meetings.

2. Meetings of Working Groups are not subject to the strict rules that apply to formal council or committee meetings and do not need to be held in public. This means that they can be called informally at short notice and held remotely.

3. A Cllr on the WG will be asked to produce a brief report at each meeting that summarises the discussions and actions agreed by the WG and confirms the allocation of any tasks. This need be little more than a list of bullet points but should be copied to all members and the PC for info.

4. A working party cannot make decisions on behalf of the council, but they can explore options and present these to the council for a decision.