

# WOODHOUSE PARISH COUNCIL

## NEIGHBOURHOOD PLAN ADVISORY GROUP

### TERMS OF REFERENCE

#### **Name**

Woodhouse Parish Neighbourhood Plan (NP) Advisory Group

#### **Role**

To carry out the following NP tasks on behalf of the Parish Council:

- i. Undertake the preparation of an NP for the designated area: Woodhouse Parish
- ii. Identify and implement a wide variety of ways to engage the whole community throughout
- iii. Appoint sub-groups as necessary to undertake specific areas of work on behalf of the NP Advisory group, involving additional persons with specific expertise as required.
- iv. Liaise with relevant authorities, organisations and stakeholders to ensure the NP is comprehensive and inclusive.
- v. Liaise with Charnwood Borough Council throughout the process to ensure that the NP conforms with the *Core Strategy*
- vi. Be responsible for the analysis of data and evidence
- vii. Ensure that the NP meets the requirements of the *Neighbourhood Planning (General) Regulations 2012*, the *Localism Act 2011* and other relevant legislation, including European obligations.
- viii. Submit the draft NP for consultation to appropriate organisations
- ix. Secure the endorsement of the Parish Council for the final NP document.
- x. Prepare the NP for submission to Charnwood Borough Council
- xi. Assist in the production and distribution of the final report

#### **Membership**

- The NP Advisory Committee shall hold a meeting at least every two months
- Meeting Agendas shall be published and circulated at least seven days in advance
- Minutes shall be published within 5 days
- A minimum quorum of members will be at least 50%, including the Chair
- Advisory Group Meetings will normally be open to all members of the public

#### **Sub Groups**

The NP Advisory Group may appoint sub groups. Sub groups shall make recommendations to the Advisory Group.

#### **Finance**

The Advisory Group will keep records of expenditure.

The Parish Council will be responsible for securing and managing finances.

#### **Public Access to Information**

All agendas, Minutes and papers will be published on the Parish Council website.