

Trull Parish Council

Neighbourhood Plan (NP) Working Group (WG) – Terms of Reference

Remit:

The Working Group exists to ensure that the Neighbourhood Plan remains current and effective.

It will do this by:

- Maintaining awareness of the needs, wishes and aspirations of Trull Parish residents.
- Keeping abreast of changes in national and Local Authority policies that impact upon NPs.
- Monitoring changes in the Parish area and its surroundings and assessing their impacts (eg. boundary changes).
- Advising the Parish Council accordingly.

Time:

- The Working Group shall be constituted for an initial period of two years.
- The initial period may be extended for an additional period which must be defined by the Parish Council in a full council meeting.

Composition:

- The Working Group must include at least two members of the Parish Council.
- The Working Group may comprise community Trull Parish residents and individuals co-opted for their expertise.
- There is no requirement for the Clerk to attend the Working Group.

Powers:

The Working Group will:

- Consult with parishioners, the Local Authority and NP experts.
- Gather and analyse information that may impact upon the Neighbourhood Plan and its effectiveness.
- Review and potentially draft amendments and updates to the NP.
- Report its conclusions and make recommendations to the Parish Council.
- Have no authority to effect a change to the made Neighbourhood Plan.
- Have no requirement to publish an agenda or keep minutes.
- Be made familiar with its Terms of Reference.

Expenses:

- The Working Group has no budget. Reasonable incidental expenses incurred by the Working Group will be paid by the Parish Council subject to approval.
- The Working Group will request funds from the Parish Council for specific non-incidental expenses as and when such funds are required.
- As and when needed, the Working Group will seek opportunities for grant funding available from the UK Government (or other relevant body) and apply for such grants with prior approval from the Parish Council.

Data:

- All information collected is to be available to the Parish Council.

Reporting:

- The Working Group may submit a report as and when the need arises.
- The Working Group will report its conclusions and make recommendations to the Parish Council.

Approved by **Trull Parish Council** at a full council meeting on **16th Sept 2024**.