

Terms of Reference for short life working group to consider actions needed to review the Downton Neighbourhood Plan

1. To comply with the Parish Council's Standing Orders on the governance and membership of sub-groups of the Parish Council and its Working Group Protocol available on the Council's website www.downtonparishcouncil.gov.uk ;
2. To be accountable to the New Housing Development Committee (NHDC) initially unless agreement is made, due to expediency and subject to agreement via email of a majority of members of the NHDC, that recommendations should be made directly to the Parish Council;
3. To follow policies of the Parish Council where relevant in relation to the review of the Neighbourhood Plan;
4. To seek involvement from residents in being part of this working group to undertake a review of the Neighbourhood Plan;
5. To make appropriate arrangements to closely examine the Plan adopted in January 2017 and identify specifically what needs to be updated in terms of narrative;
6. To make appropriate arrangements to closely examine the Plan adopted in January 2017 and identify specifically what statistics and surveys require renewing, updating or repeating;
7. To investigate the opportunities for applying for funding to undertake external surveys and advice and, subject to point 2 above, to make recommendations to the Parish Council via the NHDC for applications;
8. To identify suppliers and experts to undertake such advice or surveys;
9. To undertake costing exercises/quotes for any proposals and, subject to point 2 above, make recommendations to the Parish Council via the NHDC;
10. To plan and make recommendations to the Parish Council via the NHDC for an open meeting to establish interest in setting up a Neighbourhood Plan review Strategy Group;
11. The Working Group is authorised to appoint volunteer advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 8.

All members of the Neighbourhood Plan Working Group must include the following email address when sending emails in relation to the work of the Group so that, if required, the Council can respond to FOI requests:
nhp-upd-wg-foi-dpc@downtonparishcouncil.gov.uk

In accordance with Downton Parish Council's Freedom of Information Policy and Information & Data Protection Policy, all members of Working Groups must sign to indicate:

- Compliance with the above; and
- Consent for the Council to retain their email address on file for the duration of their membership of the working group.

Name.....Signed.....

Date