



Slinfold Parish Council

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## **Neighbourhood Plan Working Group**

### **Terms of Reference**

The Working Group is to lead on the review of Slinfold Parish Neighbourhood Plan on behalf of the Parish Council toward achieving the Council's aim of producing a Neighbourhood Plan that is adopted by Horsham District Council as a statutory planning document.

The Working Group will engage the community to ensure the Plan is truly representative of the community ambitions. The Group will maximise support for the approach taken in the Plan by ensuring high levels of community engagement throughout the plan-making process.

#### **Roles and responsibilities**

- To review the aims, objective and policies of the Plan
- Produce, monitor and update the Plan project timetable;
- Produce a consultation/engagement and Community communication strategy, showing how the Community and interested parties will be involved and updated throughout the process;
- Regularly report back to the Parish Council and Community for endorsement of the decisions taken;
- Undertake analysis and evidence gathering to support the Plan production process;
- Identify sources of funding and resource requirements;
- Liaise with relevant authorities and organisations to make the Plan as effective as possible;
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of the Community are understood;
- Consult as widely and thoroughly as is possible and consider the views of residents
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the Plan meets all requirements.
- Identify and assess options available for each Community issue or requirement.
- Agree, subject to ratification by the Parish Council, a final submission version of the Plan.

#### **Meetings**

- The Working Group shall meet when required.
- Notices of meetings should detail the matters to be discussed.
- The Administration Officer shall keep a record of meetings and circulate notes to Working Group members and the Parish Council in a timely fashion.

#### **Operations of the Working Group**

- The Working Group does not have a budget or authority to spend.
- The leader of the Working Group to be appointed by the Council.

- A Working Group must consist of at least 3 Councillors. Quorate: Minimum of 2 Councillors at each meeting. .
- The Chair of the Working Group must be a Parish Councillor
- The Working Group has a responsibility to mitigate against an imbalance of representation across the parish.
- Work priorities and co-option of members to be approved by the Planning Committee.
- Prepare notes of meetings for the Planning Committee or Full Council to report on any activity and progress.
- A Working Group does not meet in public. Therefore, Standing Orders are not applicable, although the Code of Conduct still applies.
- Members of Council are to be informed of any Working Group meetings and are able to attend and ask for any relevant Working Group documentation.