



Neighbourhood Plan Working Group TERMS OF REFERENCE

1. Background

Western Valley Parish Council has determined that it intends to produce a Neighbourhood Plan and has established a Neighbourhood Plan Working Group to oversee the process.

2. Purpose & Mission Statement

The purpose of the Neighbourhood Plan Working Group (“the NPWG”) is to design and facilitate a process that will result in the preparation of a draft Neighbourhood Plan for Western Valley Parish, in order to achieve the respective vision for this Parish.

The process will be:

- **Inclusive** – offering everyone who lives or works in Western Valley opportunities to participate fully in the plan.
- **Comprehensive** - identifying all the important aspects of life in Western Valley for which we need to plan for the future.
- **Positive** – bringing forward proposals which will improve the quality of life in Western Valley.
- **Supported** – where there is a need for professional support to complete the process.

3. Remit

The NPWG, along with its technical advisers, will undertake the following tasks:

- Prepare an outline process for producing the Neighbourhood Plan.
- Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
- Organise meetings to gather views and consult on ideas.
- Assess existing evidence about the needs and aspirations of the Parish.
- Liaise with relevant businesses and organisations to secure their input in the process.
- Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.
- Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft Plan.
- Keep the Council fully informed of progress and, where appropriate, present NPWG Meeting Minutes for acceptance and subsequent adoption.

4. Frequency of Meetings

To meet as required to support the remit and scope of the Neighbourhood Plan Working Group.

5. Appointment of members

The Working Group will be comprised at least three members, including one Councillor, with a quorum of not less than three – please see the council standing orders for calculation of quorum, if membership exceeds 9. Membership of the Neighbourhood Plan Working Group



will be agreed as needed at a full council meeting, the Neighbourhood Plan Working Group may not appoint its own members.

Technical advisors present at any meeting will not have voting rights.

6. Delegated Authority

The Neighbourhood Plan Working Group has no delegated authority, decisions to be decided at the next available full council meeting. Should the Neighbourhood Plan group need to have decision making powers, such as power to spend, the Council shall reform them as a formal Committee of the Council.

7. Secretarial Arrangements

Each meeting shall nominate a Secretary/note taker. The sole duty of the Secretary is to provide brief Meeting Notes of each Meeting. A different member can be nominated as Secretary/note taker for each meeting. The Clerk to the Council may be the note taker, if they are available.

Meeting Notes must be provided to the Parish Council, in electronic form, and will be a matter of public record.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2025, it shall be reviewed periodically.

Signed:

S Peacock, Chair

Dated: 10 July 2025