

## **NEIGHBOURHOOD PLANNING – TERMS OF REFERENCE**

**INTRODUCTION:** As of 7<sup>th</sup> June 2017, the former Neighbourhood Planning Working Party was officially stood down. As of 18<sup>th</sup> July 2017 Oundle Town Council took back full responsibility for the Neighbourhood Plan. At the Full Council meeting of that date it was agreed that in future the Neighbourhood Plan would be run by an **Additional Extraordinary Full Council Meeting** on the 1<sup>st</sup> Tuesday of each month from 7:00pm until 8:00pm and followed immediately by the Planning Committee meeting.

Full Council meeting 18<sup>th</sup> July 2017 17.51.02

*“In future the Full Council will meet to prepare the Neighbourhood Plan. The meetings will take place an hour before the Planning Committee meeting on the first Tuesday of every month until the plan is made. The meeting schedule will be updated to include the Neighbourhood Plan meetings and circulated.”*

**Membership** to comprise all Councillors of Oundle Town Council. The Council can invite the services of residents of the Town and relevant professionals as required to assist in drafting documents, formulating policy ideas and gathering public opinion from all demographics and interest groups within the Town. Only duly elected Town Councillors shall vote at the Extraordinary Neighbourhood Plan Full Council meetings, hereinafter designated ENPFC meetings.

Standing Order 3w shall apply to ENPFC meetings. The quorum shall be the same as for regular Full Council meetings.

Because these meetings shall be deemed to be meetings of the Full Council, the Chair and Deputy Chair of ENPFC meetings shall be the Mayor and Deputy Mayor of Oundle Town Council.

Meetings will be held monthly at 7:00pm on the 1<sup>st</sup> Tuesday of each month, until deemed no longer required for the purposes of managing the Neighbourhood Plan. Meetings shall ordinarily be scheduled to last for one hour.

Decisions made at ENPFC meetings shall be deemed to be decisions made by the Full Council in all respects although they can be referred to regular Full Council or sub Committee meetings of the Council for further consideration if so directed. ENPFC matters can also be placed on the regular Full Council agenda for consideration if so required.

The purpose of the ENPFC is to complete the development of the Neighbourhood Plan, to oversee future amendments and to manage the implementation of the Oundle Neighbourhood Plan.

The ENPFC will :-

- Prepare and keep up to date an outline process for producing the Neighbourhood Plan.
- Assess existing evidence about the needs and aspirations of the Town.
- Work in close collaboration with East Northants District Council and agree a project timetable and delivery plan ensuring compliance with legal requirements.
- Agree a project communication, consultation and engagement strategy.
- Ensure that there is transparency throughout the delivery process.
- Approve all consultation documents prior to publication.

- Analyse the views, ideas and proposals received during the planning process and use them to prepare the draft plan.
- Work with East Northants District Council to ensure compliance / conformity of the final plan in parallel with the District's strategic planning framework.
- Actively publicise the Neighbourhood Plan prior to the Referendum.
- Contribute to all communication with residents, including the Oundle Oracle and the Town Council websites.