

Haxey Parish Council

Neighbourhood Plan Working Group Terms of Reference

Name of Committee/Working Group:	Neighbourhood Plan Working Group (NHPWG)
Membership:	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
Need:	<ul style="list-style-type: none">• Act as the Haxey Parish Council focal point for Neighbourhood Plan matters with the Principal Authority and any other organisations.• To work with the Community and any other relevant organisations to develop and produce a Neighbourhood Plan for Haxey Parish following regulations and procedures set out in Central Government legislation and Principal Authority Policy.• To assume any outstanding responsibility for the 2010 Haxey Parish, Community-Led Plan
Conditions:	<ol style="list-style-type: none">1. Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting.2. Meetings to be convened as required – at least quarterly.3. Notes of Action to be produced and presented to the next meeting of the Parish Council for subsequent publication to the Community. Verbal reports are acceptable at the discretion of the Chairman.4. The Working Group may co-opt as required.5. The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.6. The Clerk of the Council may be required to support the Working Group but guidance, if required, should be taken from ERNLLCA as to appropriateness.
Restrictions:	<ol style="list-style-type: none">1. Members of the Parish Council and Members of the local Community may be members of the Working Group or serve as the Chairman.2. Members of the Working Group, any co-opted or specifically summoned representatives may speak at meetings at the discretion of the Chairman.

3. The quorum shall be three (3).
4. The Working Group shall report back to the full Council for any financial/policy approval as required.
5. In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the full Council and subsequently reported back to the full Council for approval.

Members: Cllrs Bond, Carlile, Condliff, Harris, Holgate, Layton, Knowles & Orton.
Chairman TBD

Co-opted Members: TBD

Reviewed by Haxey Parish Council – June 2020.