

# Parish Plan Working Group

## Terms of Reference

Approved: 06 July 2021

### **PURPOSE OF THE WORKING GROUP**

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The working group is responsible for the creation of the Parish Plan on behalf of the council, for approval by full council.

This working group acts in an advisory function, providing recommendations, advice and creating documents for approval by full council. It cannot make decisions on behalf of the council.

Membership is decided by full council and minuted.

Terms of reference are agreed by full council.

### **RESPONSIBILITIES**

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1. To undertake research on behalf of the council on parish and neighbourhood plans.
2. To determine broad objectives for the Plan.
3. To investigate and identify support for a Parish or Neighbourhood Plan.
4. To determine cost to the council and possible funding streams.
5. To liaise with relevant authorities and organisations on behalf of the council.
6. To identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
7. To identify suitable types of survey and information gathering methods.
8. To analyse the surveys and produce reports for full council.
9. To identify priorities and timescales for local actions for approval by full council.
10. To create draft documents and reports for approval by full council.

### **REPORTING PROCEDURE**

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1. Reports to be produced to be presented at full council meetings.
2. Draft documents to be presented for comment and approval at full council meetings.