**Watlington Parish Council**

**Neighbourhood Development Plan Advisory Board Terms of Reference**

**Status**

The Neighbourhood Plan Advisory Board (NPAB) is set up to advise Watlington Parish Council on the delivery and monitoring of the Watlington Neighbourhood Development Plan (WNDP). It will work in partnership with the Planning Committee which will report progress to Full Council. Work with other committees will be agreed as and when required. All strategic decisions regarding progress of the WNDP will be made by the Parish Council.

**Membership**

Membership will be a mix of volunteers from the community and members of Watlington Parish Council (WPC). The NPAB will comprise a maximum of ten members, six volunteers and four elected councillors. In the first instance, the community volunteers will be members of the Coordination Group of the Watlington Neighbourhood Development Plan (WNDP) Forum Coordination Group which completed its work with the Referendum on the WNDP in June 2018. Thereafter, the NPAB together with the Planning Committee will fill vacancies by recruiting new members with relevant knowledge and expertise.

**Code of Conduct**

All members of the committee, both Councillors and co-optees, are subject to Council’s Code of Conduct and will need to be aware of the contents of the Code, complete the Register of Interests and act accordingly.

**Quorum**

The quorum for this committee shall be three members.

**Meetings**

Meetings will be held monthly, or as required, with a timetable which fits with the meetings of the WPC Planning Committee. All members will have full voting rights. Agendas and minutes will be published in accordance with Council Standing Orders and will be open to members of the public to attend.

**Remit**

The primary function of the Board is to facilitate delivery of the WNDP by:

* Working in partnership with the WPC Planning Committee
* Gathering and presenting information for WPC to ensure that decisions are based on sound evidence.
* Organising fact finding meetings/discussions/ workshops etc as needed
* Monitoring progress towards achieving WNDP aims and objectives
* Monitoring the effectiveness of WNDP policies in determining planning applications
* Ensuring that sustainability objectives in the Environmental Report are fully taken into account and that outcomes are assessed against the agreed monitoring indicators
* Complying with the requirements for review of the WNDP
* Continuing work with existing groups including the Traffic and Environmental Groups which were part of the WNDP Forum
* Setting up new working groups as needed
* Maintaining the WNDP website and keeping information on progress and delivery of the WNDP up to date
* Establishing good communications networks to ensure that local people are informed about WNDP progress.

*Agreed by Full Council on 28th September 2018.*