

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Terms of Reference

Neighbourhood Plan Working Group

Membership – Up to 20 Members

(Councillor members to be elected annually at the Annual Meeting of the Council)

- The Neighbourhood Planning Working Group (NPWG) is to consist of up to 20 members.
- Members are supportive of Bingley Town Council's efforts to create a Neighbourhood Plan with the community and collaborate to achieve this aim with all other members of the NPWG.
- The Chair and Vice Chair of the NPWG are to be elected annually, from the town councillor members of the group, at the first meeting of the NPWG following the Annual Meeting of the Council and shall hold office until the first meeting of the NPWG following the Annual Meeting of the Council in the subsequent year.
- There will be a minimum of 4 town councillors as members of the group.
- Non-councillor members will be selected on the basis of their relevant skills and experience.
- Non-councillor members must confirm in writing that none of the disqualification criteria apply to them.
- Members of the NPWG must accept these terms of reference.
- The quorum of the NPWG is four, which must include two town councillors.

Aims

To promote and develop the process of compiling a Neighbourhood Plan for Bingley parish.

Meetings

The Town Clerk will call the NPWG meetings as and when necessary, at least bi monthly during the development of the Neighbourhood Plan. Members will be summoned to attend meetings which will be held in a variety of public meeting rooms across the parish and public notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Town Clerk and circulated to all members; all resolutions and recommendations to the Full Council shall be recorded in the minutes of the meetings.

Accountability

The NPWG must not act ultra vires. As a Working Group of the Council the NPWG cannot make any decisions, only recommendations to the Full Council.

Scope

- To promote the process of developing a Neighbourhood Plan.
- Assess existing evidence about the needs and aspirations of the parish.
- Develop and implement a process for consultation with residents about their desired contents of the plan.
- Liaise with relevant organisations and stakeholders to secure their input in the process.

- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust Neighbourhood Plan.
- Support the local planning authority and Bingley Town Council during the referendum process.
- Make recommendations to the Town Council for action or expenditure in relation to the Neighbourhood Plan.
- Engage a Neighbourhood Planning Consultant.

The NPWG Terms of Reference are to be reviewed annually at the Annual Meeting of the Council in May.

Date of approval: 16th May 2023; **Date of next review:** May 2024.