



## **Working Group Terms of Reference**

### **1. The Type, Scope and Authority of the Working Group**

Under the Localism Act 2011, New Milton Town Council (NMTC) is the qualifying body that can lead the Neighbourhood Plan for the designated Neighbourhood Area of New Milton parish. As required under planning legislation, NMTC will ensure that the Neighbourhood Plan reflects the aspirations of the community and is under-pinned by effective community engagement. To this end NMTC has set up this Working Group to over-see an appropriate process that will deliver a community-led Neighbourhood Plan. The Working Group will make recommendations to NMTC which has ultimate responsibility and hence authority in the effective delivery of the process. The Neighbourhood Plan will become a standing item at NMTC Planning Committee that will in turn report to full Town Council.

### **2. Purpose**

Within the terms of its authority described above, the Working Group's purpose is to design, implement and monitor the Neighbourhood Plan process in order that it clearly reflects the land use and development aspirations of the New Milton community; to ensure appropriate standards are followed such that the Plan will successfully progress to Independent Examination and Community Referendum and ultimately be adopted by New Forest District Council as statutory planning policy.

### **3 Membership and roles**

Membership of the Working Group will represent the Town Council and the wider New Milton community. The Councillors were selected from volunteers and subsequently groups representing the wider Community were identified and invited.

### **4 Meeting Arrangements**

The current 9-member Working Group will meet monthly at the Town Hall. The meeting will be quorate when 5 members are present and decisions will be made on the basis of a majority vote. Chair will not normally exercise his 1 vote unless required to bring about a decision.

If a member is unable to attend they may send a representative from their organisation.

The Project Officer will generally facilitate the business of the Working Group, prepare agendas, take notes of decisions and actions, disseminate to members by email and will publicise as described in the Communication Plan.

## **5. Deliverables**

The Working Group will deliver and implement an effective Project Plan (including resources and sustainability appraisal), Community Engagement and Communication Plan. The decisions and actions of the Working group will be publicised as described in the communication plan.

The Working Group will ensure that the outputs of the process are compliant with District and national planning policy and any statutory requirements.

## **6 Resource and budget**

A resources plan will be prepared describing officer, volunteer, grant and Town Council resources

## **7 Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Working Group meeting and agreed by the majority of the Working Group members.

## **8 Dissolution of the Group**

The members will agree, by a majority vote at a Working Group meeting, to call a Special Meeting for the sole purpose to dissolve the group.

