



MAYLAND PARISH COUNCIL

Neighbourhood Plan Working Party Terms of Reference

Adopted 1st March 2016

The Neighbourhood Plan Working Party is appointed to research information on behalf of the Neighbourhood Plan Committee, towards the development of the Neighbourhood Plan.

- a) The Neighbourhood Plan Working Party reports to the Neighbourhood Plan Committee.
- b) The NP Working Party will comprise no less than two NP Committee members, to include at least one Mayland Parish Councillor.
- c) Appointment of members to the NP Working Party will be made by the Neighbourhood Plan Committee and remain in effect until the relevant research has been completed.
- d) The NP Working Party will be dissolved once the relevant research has been completed.
- e) The Chairman of the Neighbourhood Plan Committee will preside over meetings of the NP Working Party.
- f) Substitute NP Committee members may be appointed to take the place of a NP Working Party member who cannot attend a particular meeting and without whom the requirements of a) would not be met.
- g) The right of any member of the Parish Council who is not a member of the Neighbourhood Plan Committee, to attend and participate in the meeting, will be equal to that of a member of the public.
- h) The public and press may be excluded from NP Working Party meetings by reason of the confidential nature of the discussion.
- i) Meetings shall be held on an ad hoc basis and shall be arranged via the Clerk.
- j) Reporting to the Neighbourhood Plan Committee will be by circulation of a report, or minutes, to all NP Committee members and acknowledgement of this at the next NP Committee meeting.
- k) The NP Working Party is authorised to meet with, communicate, collect and collate information from other parish councils, Maldon District Council, Essex County Council, residents, community groups, local businesses, service providers, land owners and other stakeholders, maintaining proper records of all communication and providing reports thereof to the Neighbourhood Plan Committee.
- l) The NP Working Party has no decision making power.