

Great Barton Neighbourhood Plan Working Group - Terms of Reference

Purpose: to provide advice and draft input to the Great Barton Executive Committee as part of the work to develop a Neighbourhood Plan for the Parish of Great Barton.

Membership: The Group should comprise of members drawn from those who live or work in the Parish of Great Barton. Members should bring relevant experience and knowledge and have the capacity to influence debate and comment on future policy affecting the plan.

Meetings and Authority: The group will set a programme of meetings, which should be at least monthly. The group should elect a Chair and Vice Chair. The secretary will be provided by the Parish Council. The Chair reports to the Executive Committee, which will approve final versions of any reports and submissions about the Neighbourhood plan. Formal public statements about the Neighbourhood Plan or the workings of the group shall be authorised by the Executive Committee.

Roles and Responsibilities: to consider a work plan to capture ideas, develop strategies and set out considerations relevant to the Neighbourhood Plan and to specific themes within it. This will require the identification of ideas, clarification of issues, debate, consultation and the cataloguing of recommendations. The group should provide regular feedback and advice on its progress to the Executive Committee to agreed milestones.

Approach and Working Methods: Proposals must be informed by evidence and data supported as applicable by existing reports, studies and other evidence. Where it is considered necessary there may be a requirement for separate qualitative and quantitative research, which would be arranged by the Executive Committee after consultation. The work should identify priorities and those risks and gaps which might impact on production of the Neighbourhood Plan and its implementation. The Working Group should set up any sub-groups necessary to produce reports on specific themes. Working group and sub-group meetings will be open to members of the Public. However consideration should be given to protecting data, particularly any which may be considered as *commercial in confidence*. The Agenda and Action Points for the meetings will be published on the Parish Council Notice Boards and website.

Communication: The group will communicate with the Executive Committee through its chair. The Executive Committee will retain responsibility for the website, facebook site and the production of public information leaflets.

Declaration of Interests: Members of the Working Group should declare any financial interest they may have in any of the proposals that are put forward.

Code of Conduct: Members of the Working Group and sub-groups shall have regard to the seven Nolan Principles of Public Life. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.