

## **Bourn Parish Council Neighbourhood Development Plan Working Group**

### ***Terms of Reference***

#### **Name**

- Bourn Parish Neighbourhood Development Plan Working Group (NPWG)

#### **Purpose of the Working Group**

The purpose of the NPWG shall be to support the Parish Council to carry out the following tasks:

- Investigate and identify support in principle for the NDP
- Determine whether the plan should include only Bourn Parish or be in conjunction with other adjacent parishes.
- Identify sources of funding to develop the NDP
- Take responsibility for planning, budgeting and monitoring expenditure on the development of the NDP and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the NDP as effective as possible.
- NPWG will seek to involve the whole community in developing the NDP and consult as many groups and organisations in the community as possible.
- To ensure the NDP meets with the approval of the community and is submitted to the appropriate authorities.

#### **Reporting and Feedback**

- The NPWG will report to the full Parish Council and make clear recommendations for actions to the Parish Council when appropriate.
- The NPWG will inform the Clerk in advance of the meeting when a Council decision is required and forward any supporting documents to be circulated with the agenda.

#### **Resources and Finance**

- The NPWG does not have any funds and must obtain quotes through the Clerk and obtain Parish Council approval before any expenditure.

#### **Membership**

- The members of the NPWG shall include the Chairman and four other councillors.
- The working group can identify and invite parishioners or others to work with the group

These terms of reference may be changed by the Parish Council if required.