**Neighbourhood Development Plan Advisory Board:**

**Terms of Reference:**

**Status:**

The Neighbourhood Plan Advisory Board is set up to advise Watlington Parish Council on the delivery and monitoring of the Watlington Neighbourhood Development Plan (WNDP). It will work in partnership with the Planning Committee which will report progress to Full Council. Work with other committees will be agreed as and when required. All strategic decisions regarding progress of the WNDP will be made by the Parish Council.

**Membership:**

Membership will be a mix of volunteers from the community and members of Watlington Parish Council. The Board will comprise a maximum of ten members, six volunteers and four elected councillors. In the first instance, the community volunteers will be members of the Coordination Group of the Watlington Neighbourhood Development Plan (WNDP) Forum Coordination Group which completed its work with the Referendum on the WNDP in June 2018. Thereafter, the Board together with the Planning Committee will fill vacancies by recruiting new members with relevant knowledge and expertise. The Board can co-opt members as and when considered useful.

**Meetings:**

Meetings will be held monthly, or as required, with a timetable which fits with the meetings of the WPC Planning Committee. Although the Board is not a formal committee of the Parish Council, members will be bound by the Code of Conduct for parish councillors and will be required to declare any interests in items discussed at meetings. All members will have full voting rights. Agendas and minutes will be published in accordance with parish council practice and meetings will be open to members of the public to attend.

**Quorum:**

The Quorum for meetings will be three members.

**Remit:**

The primary function of the Board is to facilitate delivery of the WNDP by:

* Working in partnership with the WPC Planning Committee
* Gathering and presenting information for WPC to ensure that decisions are based on sound evidence.
* Organising fact finding meetings/discussions/ workshops etc as needed
* Monitoring progress towards achieving WNDP aims and objectives
* Monitoring the effectiveness of WNDP policies in determining planning applications
* Ensuring that sustainability objectives in the Environmental Report are fully taken into account and that outcomes are assessed against the agreed monitoring indicators
* Complying with the requirements for review of the WNDP
* Continuing work with existing groups including the Traffic and Environmental Groups which were part of the WNDP Forum
* Setting up new working groups as needed
* Maintaining the WNDP website and keeping information on progress and delivery of the Plan up to date
* Establishing good communications networks to ensure that local people are informed about WNDP progress