

Terms of reference for Ashbury Neighbourhood Plan Group (NPG) 2021 - 2031

Purpose

Acting as a sub group of Ashbury Parish Council: To implement, make best use of, monitor and review the adopted Ashbury Neighbourhood plan (ANP) July 2019 - 2031

Key functions

- To provide an NPG response to Vale of White Horse District Council (VWHDC) for all planning applications submitted for planning permission within Ashbury Parish boundary (these to include all infrastructure/installations applications) within the same
 - To ensure that all NPG responses make full use of policies and evidence base material in the agreed plan
- To set up a monitoring process for use of the plan re policies and all material used, the process to include data collection and reporting functions
- To draw up criteria for whether the review of the plan should proceed in 2024 or to continue as is until 2031
 - To generate the criteria to inform decision making in 2023
- To submit reports of the NPG actions to Ashbury Parish Council (APC) for their bi-monthly meetings
- To review the actions of the NPG group yearly and submit report to the APC AGM (usually May)
- To address any blocks or concerns for how the plan is used internally and externally
- To set up subgroups as appropriate for addressing current or future planning issues (for Example Climate change and planning) as they address Parish infrastructure or residents/community build issues
- To contribute as members to the Oxfordshire Neighbourhood Plan Alliance (ONPA), ensuring yearly membership fee accounted for in APC plans

How decisions will be made and any Meeting schedules

- The NPG shall be quorate with one half of its voting members, subject to a minimum quorate of two
- If less than two voting members are present, the meeting/issue for addressing shall stand adjourned
- Meetings will be held in person as required and or twice yearly
- Many of the planning application decisions can be made via collective e.mail circulation

Membership and Quorum

- Membership of the NPG shall comprise of no less than four members who should all either reside or work in the Parish.
- The membership of the NPG should aim to be representative of the parish as a whole, and best efforts shall be made to ensure that there is a balance of gender, age and place of residence in the parish, so that a wide breadth of opinion, skills and experience is available to the NPG
- The NPG membership shall also include at least one Councillor nominated by the APC
- The NPG shall review its membership from time to time

Chairperson and members

- The NPG shall elect a Chairperson from their number
- If the Chairperson is not present, another member shall take the meeting
- The NPG Chairperson shall act as spokesperson for the Ashbury Neighbourhood Plan Group
- The Chairperson shall ensure that appropriate arrangements are in hand for any NPG meetings and that Agendas, Papers and Minutes are properly prepared, distributed and publicised
- The Agenda shall normally be despatched to members three clear days before the date of the meeting by e-mail
- The NPG shall keep Minutes of its meetings to be recorded and open to public scrutiny (they can be uploaded to the APC website)
- The NPG and all its proceedings and communications (including ANPG emails in whatever system) shall be subject to the provisions of the Data Protection Act and the Freedom of Information Act

Aside from the core group there will be opportunities for Parish residents to contribute to the actions of the group in the following ways:

- To act as ‘support members’ where actions will include spreading any messages about the importance and use of the plan and or actions aligned to particular planning application situations
- To act as ‘expert panel’ members who may be called on to advise the core members of the group related to specified planning applications or situations

Requirements for core members to:

- keep up to date with current planning requirements, at National, County and District Council levels that will affect how planning applications are considered and decisions made
- to collectively horizon scan, all levels for issues/policies that will impact on any aspect of the current ANP and raise for discussion with NPG members
- to request any identified development needs to meet any of the NPG functions via the NPG development plan process (see manual for orientation for new members)
- to ensure any changes to NPG Terms of Reference gain APC approval
- to ensure all meetings and actions be conducted in accordance with set procedure to be determined and agreed by the NPG
- abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

At the conclusion of the Neighbourhood Plan project the APC and NPG should discuss the future working of the group. If the NPG wishes to dissolve it must notify the Parish Council.