



Neighbourhood Plan Working Group Terms of Reference

The Horsforth Neighbourhood Development Plan was made following a public referendum in 2020. It contains both Planning Policies and Aims and Proposals which will be delivered and implemented by the respective Planning Authority or the Town Council in partnership with a variety of different stakeholders and public and commercial bodies

Remit

The Neighbourhood Plan Working Group is constituted to review the adopted Horsforth Neighbourhood Development Plan.

Responsibilities

The Working Group has the following responsibilities:

1. To ensure the consistent and comprehensive implementation of the Neighbourhood Plan.
2. To involve the community in achieving the delivery of the Neighbourhood Plan.
3. To carry out regular reviews of the plan and recommend any amendments and/or modifications of the Neighbourhood Plan.
4. Be aware of the Local Plan and any other policies and documents that may affect the Neighbourhood Plan.
5. To operate within the Working Group Protocol.
6. To consider the costs involved in reviewing the plan and to make recommendations on expenditure to Planning, Licensing and Traffic Committee/Full Council or, if appropriate, to the Clerk operating within the Clerk's delegated powers.
7. The Working Group does not have power to make any decisions as to expenditure or otherwise.

Membership

Open to all members of the Council.

Non-members may be co-opted but shall have no voting rights.

Membership shall be reviewed annually at the Annual Meeting of the Town Council.

The lead of the Working Group shall be appointed at the first meeting of the Working Group after the Annual Meeting of the Town Council.

Conduct of business

Business of the Working Group shall be conducted in accordance with the Working group Protocol and Standing Orders.

Meetings

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days' notice of a meeting will be given but meetings may be convened at shorter notice.

- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days' notice.
- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.
- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to PL&T/Full Council for information.
- h. At least 3 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

Reporting

The Working group will report to Planning, Licensing and Traffic Committee/Full Council.

Adopted: 4th April 2024

Reviewed: 29th May 2025

Review date: May 2026