

Parish Council Approved Terms of Reference for the Advisory Group

1. Background

Clapham Parish Council will be establishing an Advisory Group to oversee the process of preparing a Neighbourhood Plan for Clapham.

2. Purpose and Mission Statement

The purpose of the Advisory Group is to design and oversee a process that will result in the preparation of a Neighbourhood Plan for Clapham.

3. Process

The process will be:

- inclusive – offering the opportunity to participate for everyone who lives in Clapham.
- comprehensive – identifying all the important aspects of life in Clapham for which we need to plan for the future
- positive – bringing forward proposals which will improve the quality of life in Clapham.

4. Tasks

The Advisory Group will:

- 4.1 Prepare an outline process for producing the Neighbourhood Plan progress.
- 4.2 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views
- 4.3 Organise meetings and appoint sub-groups to gather views consult on ideas.
- 4.4 Assess existing evidence about the needs and aspirations of the village.
- 4.5 Liaise with relevant organisations to secure their input in the process.
- 4.6 Analyse the views, ideas and proposals received during the process and use them to prepare a draft Plan.
- 4.7 Keep the Parish Council's Main Council fully informed of progress
- 4.8 Manage the budget assigned to the project and provide two-monthly updates to the Parish Council's Main Council

5. Meetings

- 5.1 Meetings will be held as required

May 2014