

HOLBROOK NEIGHBOURHOOD PLAN

TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN REVIEW GROUP

1. Purpose

The Working Group is established to review the existing Neighbourhood Plan, assess its effectiveness, and recommend updates to ensure it remains relevant, compliant with current planning policy, and reflective of community priorities.

2. Objectives

- Review the current Neighbourhood Plan policies and evidence base.
- Identify areas requiring amendment
- Engage with residents, businesses, and stakeholders to gather feedback.
- Ensure alignment with the latest Joint Local Plan, National Planning Policy Framework (NPPF), and other relevant guidance.
- Prepare recommendations for the Parish Council on proposed changes.

3. Membership

- Comprised of a minimum of 2 councillors, the Chairman and members of the original Neighbourhood Plan Development Committee and any other interested community representatives
- Chair of the Review Working Group to be appointed by the Council.
- Membership to be reviewed annually or as required.

4. Roles & Responsibilities

- **Chair:** Facilitate meetings, ensure objectives are met, and report to the Council.
- **Members:** Contribute expertise, attend meetings, and participate in consultation activities.
- **Clerk:** Provide administrative support, circulate agendas, and record minutes.

5. Meetings

- Held at intervals agreed by the Group,
- Agendas and papers to be circulated at least 3 working days in advance.
- Decisions to be made by consensus where possible; otherwise, by majority vote.

6. Reporting

- The Chair will provide regular progress updates to the Council.
- A final report with recommendations will be submitted for Council approval before any formal plan amendments proceed.

7. Authority

- The Group operates in an advisory capacity and has no delegated decision-making powers.
- All recommendations are subject to Council approval.

8. Review of ToR

- These Terms of Reference will be reviewed annually