

Carlton Parish Council

Neighbourhood Development Plan Working Group

Terms of Reference

Membership of the Working Group

The Neighbourhood Development Plan (NDP) Working Group should consist of at least four Councillors, the assigned consultant, and the clerk.

Appropriate professional, consultants, and members of the public (i.e. interested parties) will be invited to attend meetings along the road to completion.

To be quorate and ensure that a scheduled meeting can take place three Parish Council members of the Working Group must be in attendance.

Convening of Meetings

The NDP Working Group will meet as and when required, until the project is completed and approved.

The clerk will convene meetings, in conjunction with the Chair of the Working Group.

Should the scheduled meeting be held within three days of the next Parish Council meeting, a verbal report will be given by the Chair or an allocated Working Group member, to update the Parish Council of discussions, recommendations, and resolutions, from that meeting.

Chair of Meetings

The Chair will be appointed at the first meeting.

Notes of the Meetings

The Notes will be provided to the Parish Council at its next meeting, for information, with Recommendations where appropriate.

Remit of the Working Group

The Neighbourhood Plan Working Group will design the Plan, make Recommendations to the Parish Council for approval on the Plan and its finances, and review the Plan once completed, as is required.

It is indicated that the Plan will take three years from the date of approval to completion.

The NDP Working Group will provide feedback to the Parish Council making Recommendations as appropriate.

Members for 2026-2027: Cllr's Clayton, Kibble, Lowes, Quinn, Taylor, H. Phillips - clerk, and David Gluck- Consultant