



Abbots Bromley Parish Neighbourhood
Development Plan

Abbots Bromley Neighbourhood Development Plan
Working Group
January 2017

The full Terms of Reference for the Neighbourhood Development Plan Group can be found at:

http://www.abbotsbromley.com/neighbourhood_plan

Click on the “Scope” green triangle to access.

Meetings of the group

The purpose of this paper is to clarify the way in which the meetings of the Neighbourhood Development Plan Working Group take place and the different ways that the public can gain access to the work of the group and the group itself.

The Terms of Reference (ToR) for the Neighbourhood Development Plan Working Group was agreed by the Parish Council in November 2015. This ToR makes reference to group meetings in two ways by stating:

“The group will be required to feedback and where necessary seek the agreement of the full Parish Council at monthly Parish Council meetings on all issues relating to the Neighbourhood Plan process and policy formulation. This feedback will usually be led by the group chair.”

“It may be necessary from time to time to draw upon particular people or groups who may have an input at a particular stage of the plan process. In such circumstances such people/groups can be invited on a task and finish basis.”

As well as inviting people or groups as described, the community may ask to attend meetings of the working group to raise issues. Working group meetings are not routinely open to the public as the group does not carry a public session agenda item. Keeping the community updated and involved is of paramount importance to the working group. Through the detail as set out in the ToR it is anticipated that residents can hear about the work of the group at monthly Parish Council meetings where there is an opportunity to speak as part of a public session and where the work of the group is discussed and scrutinised by the Parish Council. An update and discussion of the work of the Neighbourhood Development Plan group is a standing item on every Parish Council agenda.

Parish Council meeting dates can be found at:

<http://www.abbotsbromley.com/council/meetings#dates>

Where residents make a request to take part in a working group meeting, and it is felt that this cannot be dealt with via a Parish Council meeting as described above then the request will be looked at in any one of the following ways:

- The issue to be raised can be put to the group in writing and will be discussed and a response provided before the next meeting of the group
- The request can be scheduled as an agenda item at a meeting. The person(s) submitting the request would attend the meeting for the duration of that item.
- A separate open meeting or community forum can be arranged between the group and residents whereby issues can be raised. This would be subject to the number of residents raising the issue being large enough to warrant this approach. Assessment of the need would be at the discretion of the Working Group.

All agendas and agreed minutes of the Working Group are added to the Neighbourhood Development Plan website at http://www.abbotsbromley.com/neighbourhood_plan

Minutes of the previous meeting are agreed at the next meeting of the group and are then made available on the website.