**Terms of Reference: Neighbourhood Plan Working Group**

**1. Purpose**

The purpose of the Working Group is to develop a Neighbourhood Plan for Blackbird Leys parish, working in conjunction with the appointed consultant.

**2. Membership**

1. The Working Group shall consist of parish councillors.
2. Additional members may be invited or may apply to join the group.
3. All potential new members must be voted in by the parish councillors.
4. All members must register their interests to ensure transparency.
5. A chair and vice chair for the Working Group will be appointed at the full council meeting on September 29th.
6. The term of membership will be for the duration of the Neighbourhood Plan development process, unless otherwise specified.

**3. Responsibilities**

1. Work closely with the appointed consultant to develop the Neighbourhood Plan.
2. Gather and analyse relevant data and information.
3. Engage with the community and stakeholders as needed.
4. Draft sections of the Neighbourhood Plan as required.
5. Provide regular updates to the full Parish Council.
6. Present any items requiring decisions to the full Parish Council for voting.

**4. Reporting**

1. The Parish Clerk will take minutes of all Working Group meetings.
2. The Chair or Clerk will report back to the full Parish Council at regular council meetings.
3. Any decisions requiring approval will be brought to the full Council for voting.

**5. Meetings**

The first meeting of the Working Group will be held on October 22nd at 7:00 PM.

Estimated 13 sessions needed:

1. 9 Neighbourhood Plan Working Group Meetings
2. 2 Parish Council Meetings (for Regulation 14 and 15 approvals)
3. 1 Project Inception Meeting
4. 1 Neighbourhood Plan Scoping Session
5. At the initial meeting, the group will decide on the schedule for future meetings.
6. Meetings will be held approximately monthly, with frequency adjusted as needed based on the project timeline.
7. Meetings will be closed to the public.
8. Additional meetings may be scheduled as required to meet project needs.
9. The quorum for Working Group meetings will be 5 parish councillors.
10. Meeting agendas will be circulated to members at least 3 working days before each meeting.

**6. Decision-making Authority**

1. The Working Group does not have independent decision-making authority.
2. All significant decisions related to the Neighbourhood Plan will be made during full Parish Council meetings.
3. Voting procedures for the Working Group will follow the standing order process.
4. Recommendations to the Parish Council will be made by consensus where possible, or by majority vote if necessary.

**7. Resources**

1. The Working Group does not have an allocated budget.
2. Any financial requirements must be approved by the full Parish Council.

**8. Confidentiality and Conflicts of Interest**

1. Members must maintain confidentiality regarding sensitive discussions.
2. Any conflicts of interest must be declared at the beginning of each meeting and recorded.
3. Members with a conflict of interest may be asked to abstain from relevant discussions or decisions.

**9. Review and Dissolution**

1. These terms of reference will be reviewed annually or as needed.
2. The Working Group will be dissolved upon completion and adoption of the Neighbourhood Plan, or at the discretion of the full Parish Council.

**10. Communication**

1. Communication between Working Group meetings will be conducted primarily via email.
2. No subcommittees will be formed from this Working Group without prior approval from the full Parish Council.
3. Public communications regarding the Neighbourhood Plan will be coordinated with and approved by the Parish Council.