



New Alresford Neighbourhood Plan Advisory Committee

Terms of Reference

New Alresford Town Council as a qualifying body made the decision in November 2021 to approve the development of a Neighbourhood Plan (NP) for the parish of New Alresford following approval from the Planning Authority, Winchester City Council.

The Local Planning Authority, Winchester City Council are obliged to provide assistance for the development of a NP under the statutory provisions of the Localism Act 2011 to ensure the greatest chance of success.

To produce the NP, the Town Council established an Advisory Committee to oversee the process.

Aims and Objectives

To draft a NP will require professional assistance to ensure conformity to national and local policy and that it will be sound and robust enough to withstand independent examination by HM Inspectorate.

The Advisory Committee shall exist until the Neighbourhood Plan has been assessed and approved by the independent examiner or such a time as the Town Council resolves to dissolve the Advisory Committee.

The plan will seek to:

- Identify all the important aspects of life in the Parish/Town for which plans for the future are needed, with particular regard to land use; and
- Bring forward proposals which will enhance the quality of life in the Parish/Town in future years.
- Provide a framework for future land usage within the parish.
- Protect valuable community assets and the built and natural environment in New Alresford

1. Responsibilities

- Produce a Project Plan and a Project Programme for delivery of the NP. To undertake the process in a democratic, transparent, and fair fashion.
- To determine the overall scope and objectives of the plan, subject to approval by the Town Council.
- To undertake various aspects of the work involved in producing the NP and may seek help from other members of the public or other organisations to do this.

- The Advisory Committee agreed plans are subject to Town Council approval.
- The Advisory Committee will invite representatives from relevant stakeholders, neighbouring parishes, district, and county councils to attend and participate in its meeting
- as appropriate. Consult as widely and thoroughly as is possible to ensure the draft plan is representative of the views of the residents.
- Assess existing evidence about the needs and aspirations of the Neighbourhood area.
- Promote the process of preparing the Neighbourhood Plan and be encouraged to participate and provide their views on the specific topics which are covered during the preparation of the NP.
- Arrange meetings and appoint sub-committees to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft NP.
- Analyse the results of questionnaires or other evidence-based information received during the planning process and use them to prepare a robust draft NP.
- Comply with all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 (and any subsequently made) and engage with Winchester City Council during the referendum process of the plan for which the principal authority are responsible.
- Following the preparation of the draft NP, the council will submit the plan to the Local Planning Authority for inspection and independent examination by HM Inspectorate.
- The Advisory Committee must be aware of the legal powers and all undertakings by the Advisory Committee shall be done in accordance with best practice and current legislation.

2. Membership and Voting

The Advisory Committee will have a membership of ten people, consisting of five Councillors and five non-Councillors.

All members of the Advisory Committee are expected to abide by the principles of New Alresford Town Council Code of Conduct and a record will be maintained by the Town Clerk of all members' interests.

The Advisory Committee membership shall be resolved by the Town Council.

All members serving on the Advisory Committee shall have voting rights at meetings of the Advisory Committee they attend in person.

3. Chair and Vice Chair

The Town Council will elect the Chair of the Advisory Committee from amongst its Council members.

If the Chair is not present, the Vice Chair shall preside over the meeting. If neither is present, members shall elect a Chair for the meeting from amongst their members.

Vice Chair can be elected at the first Advisory Committee meeting.

4. Conduct of Meetings

All meetings of the Advisory Committee shall be convened in the spirit of The Local Government Act 1972 Schedule 12 - Meetings and Proceedings of Local Authorities and Standing orders. For instance, prepared Agendas, three clear days' notice, open to the public.

4a The Agenda

The Advisory Committee Clerk together with Chair shall be responsible for setting the agenda with the items and publicising the dates of meetings to all Council and Advisory Committee members. The meeting agendas must be published on the Council website at the earliest opportunity before the meeting is held.

4b Quorum

For the Advisory Committee to be quorate there must be a minimum of three Councillor members present at the meeting.

The Advisory Committee Clerk shall be responsible for confirming the number of Council members on the Committee who have confirmed their attendance at each meeting. If it is anticipated that the Committee will not be quorate for any meeting, the Advisory Committee Clerk shall notify the Chair and Vice Chair of the Advisory Committee at least one working day prior to the meeting.

4c Meetings

The Advisory Committee shall meet at any venue that the Advisory Committee Chair deems appropriate to the items on the agenda. Unless notified otherwise, all meetings shall be held in the meeting room at the Council's offices at Arlebury Park.

This Advisory Committee will meet monthly and report to the Town Council to ensure effective progress.

Additional meetings can be considered at the Advisory Committee Chair's request in consultation with Clerk if the business of the Advisory Committee dictates it is prudent to do so.

4d. Record of Meetings

The Clerk shall be responsible for ensuring that each Advisory Committee meeting is audio recorded and prepare the minutes of the meeting.

Minutes will include members' attendance, all declared interests and all Advisory Committee recommendations, especially those concerning any expenditure. Draft Minutes will be circulated to the Chair and Vice Chair of the Advisory Committee for approval prior to circulation to all members and Council.

Minutes of the meeting must be approved within two months of the Advisory Committee meeting. If the next meeting will exceed the two calendar months, then the Minutes must be referred to Town Council for approval.

Any items referred by the Advisory Committee to Town Council for information or decision will be sent to the Town Clerk for consideration at the next Town Council meeting.

5. Delegated Powers

The Advisory Committee has no delegated powers.

All recommendations regarding expenditure are to be referred to the Town Council for a decision.

Recommendations can be delegated to Council staff to action, however the Town Clerk remains responsible for prioritising staff workload.

6. Conflicts of Interest

New Alresford is small in nature and the Council supports all businesses in the town. All Committee members are under the duty to declare any potential conflicts of interest, pecuniary and non-pecuniary interests that may arise. It is imperative that the Advisory Committee always remains open and transparent. All interests will be recorded in the minutes.

7. Review of Terms of Reference

Terms of Reference shall be reviewed at least annually. The latest legislative updates and best practice guidance must be incorporated into the Terms of Reference. Terms of Reference must be referred to the Council for approval.

The Terms of Reference must note when approved.

Version Control

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1	Town Council	29/03/2022	21/252	29/04/2022	
V1	Town Council	16/07/2024			