

NPCC Co-Ordination Working Group – Terms of Reference

Name: NPCC Co-Ordination Working Group (NPCCCWG)

Background

At the Neighbourhood Plan Continuity Committee (NPCC) meeting held on 17 May 2016, it was minuted and resolved to form a cross party working group to coordinate progression of the three key identified (and interlocking) key issues. (Future of the Cattle Market site / Transport within Thame / Parking within Thame). It was then further proposed outside of the meeting to actually create two separate Working Groups; a Transport Plan Working Group and a Community Facilities Working Group, with the parent group remaining to provide co-ordination between formal NPCC meetings. This was ratified at the NPCC meeting on 28 June 2016.

It was agreed at the Neighbourhood Plan Continuity Committee (NPCC) meeting held on 21 May 2019, via the Project Brief, that the NPCCCWG would take a lead role in co-ordinating the production of the revised Neighbourhood Plan.

It was expected that this co-ordination group will do its work via e-mail and brief discussions, rather than formal meetings, but the wider role has necessitated a series of meeting dates to be set, starting on 31/05/19 and 11/06/19.

Members:

Membership was originally based around the Chairs of the NPCC and its various Working Groups, along with the Town Clerk and the Neighbourhood Plan Continuity Officer.

Membership has now been broadened to optionally include all Councillors, as and when they are available.

The formal chair is the Chairman of the NPCC.

Goals:

To ensure, as far as possible, that all work by the various NPCC Working Groups, and the Transport Plan Working Group and the Community Facilities Working Group in particular, is co-ordinated.

To ensure that the Thame Neighbourhood Plan review is executed in a way that maintains Thame's reputation as a leader in Neighbourhood Planning.

Activities:

1. To provide co-ordination support to the Transport Plan Working Group and the Community Facilities Working Group.
2. To liaise with the other NPCC Working Groups (and the Infrastructure Delivery Plan Working Group in particular) to ensure relevant sharing of information between Working Groups
3. To determine the Terms of Reference for all NPCC Working groups.
4. To establish criteria for / assist with priority decision making.
5. Make recommendations to NPCC as relevant
6. Take urgent decisions where they cannot be delayed until the next scheduled NPCC meeting

Deliverables

Mostly verbal and e-mail advice, in response to requests.

Scope / Jurisdiction

The Group is required to only work on items relevant to the Thame Neighbourhood Plan.

Guidance from the Council / Parent Committee

Provided at initial resolution on 17/5/16 and further resolution on 21/5/19 and as relevant via discussions at the NPCC.

Resources and Budget

The Group will be allowed use of Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is to be sought from the parent Committee or Full Council, in conjunction with the Infrastructure Delivery Plan Working Group as necessary.

Governance

Decisions to be agreed mostly by consensus, but where necessary a majority vote of those involved (via e-mail), with Chairperson's casting vote if necessary.

Additional Notes:

- Methods of work are entirely up to the Working Group to decide, but expected to be mainly e-mail communication and brief informal meetings.
- Relevant documentation is stored in the Neighbourhood Plan Continuity Committee folder on the Town Council IT data store, plus in member's e-mail folders.
- The Working Group's work is ongoing by nature, but its longevity will be determined by the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.