

NPCC Co-Ordination Working Group – Terms of Reference

Name: NPCC Co-Ordination Working Group

Background

At the Neighbourhood Plan Continuity Committee (NPCC) meeting held on 17 May 2015, 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.

It is expected that this co-ordination group will do its work via e-mail and brief discussions, rather than formal meetings.

Members:

Core Members are:

- Cllr Bob Austin (Chair)
- Cllr David Bretherton (Chair of Infrastructure Delivery Plan Working Group)
- Graham Hunt (Town Clerk) / NPCO once recruited

Optional Members are:

- Cllr Helena Fickling (Chair of Green Living Plan Working Group)
- Cllr Linda Emery (Chair of Town Centre Working Group)

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.

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 the Transport Plan Working Group and the Community Facilities Working Group
4. To establish criteria for / assist with priority decision making.
5. Make recommendations to NPCC as relevant

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 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.