NEW ALRESFORD TOWN COUNCIL
Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP
Tel: 01962 732079 Website: www.newalresford-tc.gov.uk

Neighbourhood Plan Advisory Committee
Terms of Reference

1. Introduction

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.

Preparation of the Neighbourhood Plan may require professional assistance to ensure that the Plan meets the applicable statutory requirements, national and local planning policy requirements and the basic conditions required for independent examination.

The plan will seek to:

- Identify the important planning issues and future needs of the Parish/Town, regarding land use;
- Develop proposals and a framework for future land use that will enhance the quality of life in the Parish/Town; and
- Protect valuable community assets and the built and natural environment in New Alresford.

The process for developing the NP will be undertaken in a democratic, transparent and fair fashion.

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

The Advisory Committee is an advisory body with no delegated decision-making powers; all formal decisions relating to the Neighbourhood Plan remain with the Town Council.

2. Responsibilities of the Advisory Committee

- Recommend the Project Plan, including workstreams, tasks, responsibilities and timelines, for agreement by the Town Council, and monitor progress against the agreed Project Plan, recommending revisions where necessary.

- Develop and recommend the overall scope and objectives of the Neighbourhood Plan for approval by the Town Council and keep these under review as the Plan progresses.
- Manage and carry out the agreed work, allocating tasks to members and organising working groups as needed.
- Prepare and review the plan, policies, supporting evidence and site assessments, and recommend changes and preferred site allocations, for approval by Town Council, ahead of Regulation 14 submission and consultation.
- Identify, assess, analyse and keep under review relevant evidence concerning the needs and aspirations of the neighbourhood area, including evidence from residents, businesses, stakeholders, consultation exercises and other appropriate sources, and ensure that relevant factual and policy evidence is properly understood and taken into account in developing the Plan.
- Provide a monthly progress report to the Town Council, separate from the meeting minutes, covering progress, outstanding issues and recommendations.
- Refer recommendations and matters requiring a decision of the Town Council to the Town Clerk for inclusion on a forthcoming Town Council agenda.
- Support the Town Council in meeting the applicable neighbourhood planning requirements.
- Identify relevant neighbouring councils, public bodies, community organisations and other stakeholders whose evidence or views may assist preparation of the Plan, and facilitate appropriate engagement with them, subject to any formal liaison being undertaken or authorised by the Town Council.

The Advisory Committee shall continue until the Neighbourhood Plan has completed independent examination, or until such other time as the Town Council resolves to dissolve the Advisory Committee.

3. Membership and Meetings

The Advisory Committee will consist of five Councillor members and a minimum of five and a maximum of thirteen non-Councillor members having regard to the effective operation of the Committee and the desirability of securing broad community participation.

The Advisory Committee shall elect its Chair from among its members.

The quorum is a minimum of two Councillor members and four non-Councillor members.

Recommendations are to be agreed by consensus. If consensus is not agreed, the matter should be escalated to the Town Council via the Town Clerk.

If the Chair is not present, members shall elect a Chair for the meeting from amongst their members.

The Committee shall meet monthly and keep minutes.

The Town Council may remove any member from the Advisory Committee where it considers this appropriate, including for persistent non-attendance, failure to comply with these Terms of Reference or the Council's applicable policies and procedures, inappropriate conduct, failure to

declare or properly manage conflicts of interest, or conduct which is considered likely to bring the Advisory Committee, the Neighbourhood Plan process or the Town Council into disrepute. Any decision to remove a member shall be made by resolution of the Town Council.

4. Conduct of Meetings

All meetings of the Advisory Committee shall be convened in accordance with the Local Government Act 1972 Schedule 12, the Council's Standing Orders and applicable legislation. This includes prepared agendas, at least three clear days' public notice and meetings open to the public unless the public is lawfully excluded. The public may participate in accordance with the Council's Standing Orders.

4a. The Agenda

The Advisory Committee shall identify and prepare the business for its meetings and provide the necessary information within the required timescales. The formal agenda and summons for Councillor members, and the public notice of the meeting, shall be issued by the Proper Officer in accordance with the Council's Standing Orders. The agenda shall also be circulated to all non-Councillor members.

4b. Meetings

The Advisory Committee shall meet at the place, date and time determined or approved by the Town Council. Unless otherwise determined or approved, meetings shall be held in the meeting room at the Council's offices at Arlebury Park.

Extraordinary meetings of the Advisory Committee may be convened in accordance with the Council's Standing Orders and applicable legislation.

4c. Minutes of Meetings

The Advisory Committee shall be responsible for preparing the draft minutes of the meeting.

The draft minutes will include the information required by the Council's Standing Orders, including attendance, declared interests and the resolutions and recommendations made. The draft minutes shall be circulated to all members and the Town Council.

The Advisory Committee shall approve the minutes by resolution at its next meeting. Once approved, the minutes shall be signed by the Chair of that meeting in accordance with the Council's Standing Orders.

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

5. Delegated Powers

The Committee has no delegated powers. Budgets, expenditure, consultant appointments and formal liaison with external bodies remain the responsibility of the Town Council.

Any Council Officer work or support must be requested from the Town Clerk and if appropriate approved by the Town Council.

6. Conflicts of Interest

All Committee members must declare any potential conflicts of interest, including pecuniary and non-pecuniary interests, in accordance with the Committee Register and Disclosure of Interests Guidelines. The Advisory Committee shall remain open and transparent, and all declared interests shall be recorded in the minutes and managed under those rules.

Members must act openly, transparently and in the public interest. Engagement and decision-shaping activity should be conducted fairly, inclusively and objectively. Relevant interests should be recorded in an appropriate register or log and made publicly available in accordance with the Council's agreed arrangements.

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 review should have regard to applicable legislation, Planning Practice Guidance and relevant neighbourhood-planning best practice, including Locality guidance where appropriate.

Version Control

Version	Owner	Date Approved	Minute Ref
V1	Town Council	29/03/2022	21/252
V2	Town Council	16/07/2024	24/050b
V3	Town Council	29/09/2026	26/063b