



DATCHET NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP

Terms of Reference

The Datchet Neighbourhood Plan (DNP) was delivered by a community group with the support of Datchet Parish Council and the Royal Borough of Windsor and Maidenhead. Its content was guided by feedback from a variety of different stakeholders and residents.

The DNP guides future development in the village through its objectives, strategy and policies. In order to deliver these, it will be necessary for options to be considered and brought to full Council for consideration.

In order to do this, a DNP Delivery and Monitoring Group (DMG) is proposed, with the following terms of reference.

1. Purpose

The main purpose of the Delivery and Monitoring Group (DMG) is to ensure that the objectives of the policy and the non-policy actions, as per Chapter 10 of the DNP, are delivered in a co-ordinated and cohesive manner, working with a variety of partners.

Working in conjunction with the Datchet Parish Council, the Delivery and Monitoring Group will also provide a detailed report 'Updates to the Neighbourhood Plan' at each Annual Parish Council meeting. This report will monitor the progress of the Plan in the previous year and the likely implication and impact of the Plan for the forthcoming year.

2. Role and activities

To undertake an initial analysis of the objectives and initiatives of the Neighbourhood Plan in order to:

- a) Prioritise the delivery of the objectives, initiatives, policies, non-policy actions of the Neighbourhood Plan, (low, medium and high).
- b) Identify the appropriate stakeholders who will take responsibility for delivery of a specific initiative.
- c) Identify the resources required to deliver these objectives, initiatives, policies, non-policy actions relative to b) above, including any long term liability which might arise from such delivery.
- d) Agree the timescales for delivery.
- e) Identify risks and propose mitigations to alleviate such risks where possible.
- f) Monitor local planning applications and development (both authorised and unauthorised), monitor progress of enforcement action, and notify Datchet Parish

Council's Lead Member for Planning of any issues relevant to the Datchet Neighbourhood Plan.

g) Establish a robust monitoring and evaluation framework to assess progress against the Datchet Neighbourhood Plan.

h) Produce materials, both printed and electronic, used to communicate progress of the delivery of the Plan to residents, businesses and the wider community.

i) With reference to a) above, ensure that sufficient funds are available for the delivery of the Neighbourhood Plan

j) Monitor expenditure and produce a report on funding requirements for Parish Council prior to annual budget and Precept setting.

k) Produce a detailed report 'Updates to the Neighbourhood Plan' at each Annual Parish Council meeting.

3. Membership

Roles on the DMG will include Lead Member, Deputy Lead Member, Treasurer, Secretary, and community representatives.

4. Reporting & Approval of Recommendations

The DMG shall report in a timely manner to the full Council but no less than quarterly. In addition, an annual summary of progress shall be provided to the Annual Parish Meeting.

Where recommendations are being made to the full Council these will be brought forward to the next scheduled meeting of the Parish Council for resolution.

5. Meetings

At the first meeting the DMP shall appoint a member as Lead member and Deputy Lead member.

The Delivery and Monitoring Group will meet on a suitably frequent basis to progress matters in a timely manner but no less than quarterly.

A working group does not meet in public, therefore standing orders are not applicable, although the code of conduct still applies to any councillor who is a member of the group.

Formal agenda and minutes are not required.

6. **Notes of meeting**

Minutes are not required. Notes of the meetings will be kept as a record and so that progress can be reported back to the full council.

The working group is an informal advisory group. The council will consider the advice provided by the working group but is under no obligation to accept the advice as a basis for any decisions made by full council.