



Bishop Monkton Parish Council

Neighbourhood Development Plan Working Group

Terms of Reference: March 2026

1. Introduction

Bishop Monkton Parish Council took the decision to produce a Neighbourhood Development Plan in line with the Government's Localism Act 2011. In order to produce this plan, the Parish Council has established a Working Group to oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so, it is deemed appropriate that the Working Group are provided with and accept the following terms of reference.

The plan will seek to:

- Identify all the important aspects of life in the parish for which plans for the future are needed, with particular regard to land use; and
- Bring forward planning policies and community action proposals which will enhance the quality of life in the parish in the years to come.

2. Membership of the Working Group

i. The Working Group will be formed primarily from local volunteers who reside or work in the Neighbourhood Area and elected members or officers of the Parish Council, plus our consultant David Gluck.

ii. The Working Group will aim for a maximum membership of 10 persons.

iii. The Working Group may form sub-groups to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.

iv. The Working Group will be supported by officers of North Yorkshire Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011.

3. Roles and Responsibilities of the Working Group

Local representatives who are members of the Working Group will:

- Promote the process of preparing the Neighbourhood Development Plan and be encouraged to participate and provide their views and opinions on the specific topics covered during the preparation of the Plan.
- Arrange meetings and appoint sub-groups to gather views and consult on emerging policies considered appropriate for incorporation in the draft Plan.
- Assess existing evidence about the needs and aspirations of the neighbourhood area.
- Liaise with relevant organisations and stakeholders to secure their input in the process.

- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.
- Inform the Parish Council of progress on a regular basis so that Working Group Minutes can be noted, seeking approval where necessary.
- Support the Local Planning Authority and Parish Council during the referendum process.

The Parish Council will:

- Support the Working Group throughout the process, providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously, provided that overall expenditure falls within the budget allocated by the Parish Council.
- Support the Working Group to ensure the Plan conforms to national and local policy and is robust enough to withstand independent examination. Outside professional expertise may be sought where necessary.
- Work with the Working Group and the local community to establish future infrastructure needs arising from the adopted Harrogate District Local Plan 2014–2035 and the emerging North Yorkshire Local Plan.
- Work with the Working Group to develop policies to guide the future development and use of land in the area.
- Support the Working Group in developing sustainability appraisals or other assessments requested by the Local Planning Authority prior to submission of the Plan.
- Support the Working Group in engagement and consultation with the local community throughout the plan-making process.
- Facilitate contact with relevant statutory bodies or parties who must be consulted during the plan-making process.
- Carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with North Yorkshire Council during the referendum process.
- Following preparation of the draft Plan (including statutory public consultation) and with agreement from the Group, submit the Plan to the Local Planning Authority for inspection and independent examination.
- Provide appropriate budgetary support, within the allocated budget, for production and local promotion of the Plan.

All Members of the Working Group will:

- Declare any personal interest that may be perceived as relevant to decisions or recommendations made by the group.
- Ensure that the plan-making process is wholly inclusive, open, and transparent to all groups in the neighbourhood area.
- Work together for the benefit of the communities within the neighbourhood area.
- Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice or interruption.

- Recognise that the group is quorate with a minimum of 2 lay members and 2 Parish Council members. If inquorate, meetings may proceed but decisions will be advisory only.
- Accept that decisions will be carried forward if a majority (more than 50%) are in favour. The Chair will have a casting vote where necessary.
- Note that all decisions and recommendations are subject to ratification by the full Parish Council.

4. Officers of the Working Group

- The Group shall elect a Chairman from their number.
- If the Chairman is not present, members shall elect a Chairman for that meeting.
- The Working Group will take notes of meetings which record important discussions and actions.

5. Frequency, Timing and Procedure of Meetings

- The Working Group will usually meet monthly, although sub-groups may meet more or less frequently as necessary.
- Working and Sub-Groups may invite members of the public to attend their meetings.
- Notices, Agendas, Minutes and associated papers will normally be sent to Working Group members by email.
- Meetings will be conducted in accordance with procedures agreed by the Working Group.
- The Working Group will regularly update and report progress to the Clerk of the Parish Council, ensuring awareness of budgetary implications.
- The Working Group will report back to the full Parish Council at each Council meeting, where Neighbourhood Planning will be a standing agenda item.
- The Terms of Reference will be reviewed throughout the project and amended as required, subject to Parish Council approval.