STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference - Neighbourhood Plan Working Group

1. **Membership**

   The Parish Council shall appoint members of the Working Group and membership will be reviewed annually at the Annual Meeting of the Parish Council. At least 2 members of the Working Group will also be members of Stilton Parish Council. Non councillors and staff can also be members. Working group membership is to be limited to a maximum of 20.

2. **Leader**

   The Parish Council, subject to review, shall appoint the Leader of the Working Group annually. The Leader will be the Working Group's main point of contact for council staff, council members and members of the public.

3. **Powers**

   Working Groups cannot make decisions on behalf of the Parish Council, and any reports presented by Working Groups (involving recommendations) will be subject to approval at full meetings of the Parish Council.

   The Working Group is encouraged to put together information that would enable the Parish Council to apply for applicable grants to help with the cost of preparing the Neighbourhood Plan.

4. **Responsibilities and Main Aims**

   - The purpose of the group is to facilitate the development of a comprehensive and community-driven Neighbourhood Plan for Stilton.
   - In particular the Working Group shall focus on:
   - Research and Analysis: Conduct research on local demographics, land use, infrastructure, environmental factors and other relevant data.
   - Community Engagement: Organise and facilitate public consultations, workshops and surveys to involve the community in the planning process (all data collection to be in line with Stilton Parish Council's Data Protection Policy and Privacy Notice).
   - Policy Development: Draft policies and proposals for the Neighbourhood Plan based on community input, ensuring alignment with local, regional and national planning policies.
   - Consultation with Stakeholders: Engage with key stakeholders including local businesses, the school, and community organisations to gather input and address concerns.
   - Sustainability and Environmental Considerations: Integrate sustainability principles and environmental considerations into the Neighbourhood Plan, promoting a resilient and eco-friendly community.
   - Infrastructure Planning: Develop proposals for infrastructure improvements and enhancements that align with the community's vision.

5. Duration

The Neighbourhood Plan Working Group shall operate until the completion and adoption of the Neighbourhood Plan. The duration may be extended if necessary, with the approval of the Parish Council.

6. Document Review

Reviewed: 12 May 2026 (agenda item PC107/26)
Next review date: May 2027