

ALTON NEIGHBOURHOOD PLAN MONITORING GROUP

TERMS OF REFERENCE

The Alton Neighbourhood Plan was made following a public referendum on Wednesday 24th February 2016. It contains both Planning Policies for the town, and Action Points which will be delivered and implemented by the respective Planning Authority or the Town Council in partnership with a variety of different stakeholders and public and commercial bodies.

In order to scrutinise the implementation of the Neighbourhood Plan a Monitoring Group has been formed with the following terms of reference.

1. Purpose

The purpose of the Monitoring Group is two-fold:

- to ensure that the Action Point items contained within the Neighbourhood Plan are being delivered by the Town Council, working alongside a variety of partners, in a coordinated, cohesive manner and in a timely fashion; and
- to review the application of the policies by the Planning Authority in their determination of planning applications.

2. Role and activities

- a) To monitor progress on the delivery of the Neighbourhood Plan Action Points by each of the Council's committees, making recommendations to the Council in respect of the timely delivery of the Action Plan as appropriate.
- b) To monitor the application of the Neighbourhood Plan Policies by Alton Town Council and the Planning Authority in relation to planning applications.
- c) To review the production of materials, both printed and electronic, used to communicate the annual review of the delivery of the Plan to residents, businesses and the wider community
- d) To assist in the production of a detailed annual report for each Annual Electors Meeting.
- e) To identify any required information for submission to the Local Planning Authority (EHDC) for inclusion in their Annual Monitoring Report.
- f) To recommend any additions, amendments or updates to Policies or Action Points for consideration in any future review of the Neighbourhood Plan.
- g) To monitor the overall effectiveness of the Plan in the previous 12 months and the likely implications and impact of the Plan for the forthcoming year.

3. Membership

The Delivery and Monitoring Group will consist of the Leader of the Council, the Town Council's lead Member for delivery of the Action Points within the Neighbourhood Plan, The Head of Planning at East Hampshire District Council (EHDC), the Neighbourhood Plan Monitoring Officer (EHDC), the Town Clerk and two members of the public with an understanding of the content of the Neighbourhood Plan.

4. Meetings

The Monitoring Group will meet on a suitably frequent basis to progress matters in a timely manner. This is expected to be quarterly.