



COPYTHORNE PARISH COUNCIL

A meeting of the 5 Year Plan Working Group will be held on Tuesday 25th June at The Corner Cottage, Winsor, starting at 8.00 pm.

Invitees:

Cllr. Simon Lucas

Cllr. Steve Herra

Cllr. Graham Chillcott

Cllr. Sylvia Wiggins

Mr. David Rigby – Clerk and RFO

A G E N D A (With notes of discussion)

1. **Election of Chairman of the Working Group – Clerk RFO to chair in interim**
The meeting elected Cllr Lucas as Chair
2. **Apologies for absence**
None
3. **Declarations of Interest**
None at outset or needed to be declared during meeting
4. **5 Year Plan Working Group Terms of Reference – to agree a set of contemporary Working Group Terms of Reference. Resources of different models will be available at the meeting for review.**
Meeting agreed to adopt the term Advisory Committee a ToR template that followed the format agreed for use by the Finance Advisory Committee with specific details to be drafted

Essentially, the 5 Year plan Advisory Committee's work will evolve over time and members agreed that therefore the ToRs should be relatively 'fluid' over time. The main structure should reflect the following, (after the common Part A ToRs):

The 5 Year Local Plan Advisory Committee will:

- act as the custodian of the Copythorne Parish Council 5 Year Local Plan on behalf of the Parish Council;
- manage the process to undertake consultation and development activities both within the Parish Council and with the broader community of the Parish to secure possible items of inclusion in the Plan;

- develop criteria, including any constraining issues against which to measure any suggested inclusion and report them to the Full Council for approval;
- devise a draft Plan on an annual basis (i.e. always rolling one year forward on a 5 Year Timescale) and liaise with the Finance Advisory Committee on the potential cost / precept implications prior to submission to the Full Council for consideration, and approval for final publication for comment to our community;
- create 'tools' to monitor the progress on implementation of projects / activities / services within the Plan priorities;
- create a project management structure to oversee projects identified for action within the Plan in any one year, and
- where appropriate, amend the Plan to reflect any legislative or other changes which impact on the work of the Full Council in the maintenance and development of it's Plan and submit those changes to the Full Council for approval.

5. 5 Year Plan Working Group work programme through to end of March 2020.

Committee agreed a quarterly meeting approach to monitor the Plan, combined with designated meetings to deliver aspects of the Plan development – e.g. current cycle of consultation and drafting – as needed

6. Brief review of the responses received to date and a discussion formulating the report to the Parish Council in September 2019

There are currently 4 full responses but there are two pending. Plan is to deliver a draft report to the Full Council at the September meeting with a next level draft (i.e. as full as possible) for approval to publish as a draft to the community. Following that, a final draft to be published and submitted for approval at the October meeting – i.e. just prior to the process leading to the Finance Advisory Committee deliberation cycle on the Precept Setting for 2019-2020.

7. Any Other Business

None