

**Working Agreement between Ashdon Neighbourhood Plan Steering Group
(ANPSG) and
Ashdon Parish Council (APC).**

Background

Ashdon Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for the Ashdon parish. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function. The Parish Council has granted delegated authority in the exercise of all relevant plan-making functions to the Ashdon Neighbourhood Plan Steering Group. The Steering Group sits as the Project Board for all project management and decision making purposes and will lead the preparation of the Ashdon Neighbourhood Plan.

Responsibilities of ANPSG

- Apply for funding
- Source appropriate expertise to support the process within a set budget
- Consult with other bodies including Historic England and Uttlesford DC
- Consult with residents and regularly inform them of progress
- Consult with local organisations, businesses and services
- Promote local understanding on the purpose of the NDP
- Undertake surveys and analyse information collected
- Manage and oversee production of the NDP
- Disband on publication of the NDP document

Responsibilities of APC

- Hold funds and pay bills
- Submit financial monitoring information to funders
- To store securely all data gathered in compliance with Data Protection and all relevant statutory requirements

Procedures

ANPSG will manage the process and will:

- Prepare a budget and details of expected revenue sources,
- Prepare a time plan for the project,
- Meet regularly to ensure that the preparation of the Plan progresses in a timely fashion,
- Keep residents informed throughout process,
- Report progress to APC at each PC meeting,
- Provide invoices to APC for payment.

Signed

Chairman of Ashdon NP Steering Group

Signed

Chairman of Ashdon Parish Council

Date

24 June 2019