**Baildon Neighbourhood Development Plan (NDP) Working Group**

**Terms of Reference**

The role of the Baildon NDP working group is to:

1. Lead for Baildon Town Council on all aspects of the NDP process, including:
2. Recommend to the Planning Committee on the appointment of consultants, submission of grant applications or any other processes necessary to prepare the NDP
3. Develop and manage a project plan for the process
4. Appoint a Technical Advisory Group (TAG) and review membership on an ongoing basis
5. Commission and receive reports on specific topics as required
6. Approve draft reports for consultation within Baildon
7. Consider results of consultation and amend documents as appropriate
8. Make recommendations to the Planning Committee in relation to resources required
9. Liaise as needed with external bodies such as Bradford Council
10. Issue press releases or other communications
11. Make recommendations to the Planning Committee, and then to Full Council on the final version of all components of the NDP
12. Advise the Clerk on all delegated budget expenditure in relation to the NDP
13. Lead on all aspects of the preparation of a new Baildon Plan, including all the items a) to k) above

**Contact**

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