

Helmdon Parish Council

Parish Plan Monitoring Group Role Description

Purpose/Main Objective

The primary purpose of the Parish Plan Monitoring Group (PMG) is to **oversee and report on the implementation and ongoing effectiveness of the adopted Parish Plan**. The group ensures that the plan remains a 'live document' that reflects community needs and influences local decision-making bodies, such as the Unitary Council.

Key Roles and Activities

The PMG's main responsibilities include:

- **Monitoring Implementation:** Tracking progress on the delivery of the Aims, Proposals, and Action Plan items outlined in the Parish Plan.
- **Engaging with Stakeholders:** Liaising with the Local Planning Authority, developers, community groups, and other statutory bodies (e.g., on highways, flood resilience) to ensure effective collaboration and delivery of specific objectives.
- **Reporting and Communication:**
 - Regularly reporting progress and issues arising to the full Parish Council (e.g., quarterly).
 - Assisting in the production of a detailed annual report for the Annual Village Meeting to inform residents and businesses of progress.
 - Recommending updates to the Parish Council's communication methods related to the plan's progress.