

NOAK BRIDGE PARISH COUNCIL

Terms of Reference – Neighbourhood Plan Committee

The Chairman and Vice-Chairman of the Council are ex officio members of all committees and have voting rights as per Standing Orders.

The Neighbour Plan Committee shall mainly consist of Councillors (as per Local Government Act 1972 Section 102(3));

Members of the Committee are established at a Parish Council Meeting (as per Standing Orders).

Co-opted members may join during the year if authorised by the Parish Council.

Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater (as per standing orders).

The Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per standing orders) or as soon as reasonably practicable thereafter.

Frequency of Meetings

- The Neighbourhood Plan shall be considered as a standard agenda item at Parish Council Meetings or as and when may be required.

Decisions/Delegated Powers

The Committee supports the Parish Council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding and complete application forms to be signed off by the Parish Council;
- Responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Plan to be reported to the Parish Council for ultimate approval in accordance with the Parish Council Finance Regulations.
- Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report after approval by the Parish Council.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding including approval of the Parish Council;

Defining Roles

- At the first meeting the Committee will elect a Chairperson who will assist with administration and the Responsible Financial Officer.
- Wherever possible all other members should have a specific role, to be agreed by the Committee. (For details see Roles & Relationships.)
- Other roles to be defined as necessary

Roles & Relationships

- In the absence of the Chairperson, members present at a meeting shall elect one of their number to act as Chairperson for that particular committee meeting.
- The Parish Council insurance will cover the previously agreed activities of the Committee, Working Groups and volunteers, members, in liaison with the Chairman, to ensure that terms of the insurance are not breached.
- The Parish Council will provide the opportunity for the endorsement of regular reports and activities via its meeting agenda.
- Working Groups will carry out duties specified by the Committee which may include, but are not limited to:-
 - Data gathering
 - Consultations
 - Making recommendations
- The make-up and purpose of the Working Groups will be regularly reviewed by the Committee.
- It is expected that all Committee/Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Working Groups

- The Committee will establish such Working Groups as it considers necessary to carry out the functions specified by the Committee.
- These groups include, but are not exclusive to: Transport & Roads; Housing; Education & Health; Environment & Green Space; Design & Conservation.

Adopted Full Council 21st APRIL 2020