



## **LYMINGE PARISH COUNCIL**

### **TERMS OF REFERENCE NEIGHBOURHOOD PLAN COMMITTEE**

Agreed on: 13.05.24

Review due: By June 2025

#### **PURPOSE**

1. The purpose of this committee is to produce a sound and justified Neighbourhood Plan for Lyminge Parish that defines the planning policy priorities identified by the community considering all representations made during the plan-making process and having regard to all relevant existing plans and evidence.
2. The committee will take forward the production, through to examination and referendum, of the Lyminge Neighbourhood Plan, ensuring that relevant engagement consultation takes place, so the plan accurately represents the views of the residents and other stakeholders with an interest in the Parish.

#### **MEMBERSHIP**

3. The committee will have a minimum of four members.
4. Membership to the committee will be decided at the Annual Meeting of the Parish Council.
5. Existing committee members are eligible for re-election.
6. Should membership fall below the minimum number, the Full Council may appoint substitute members in the interim.
7. Members of the community will be invited to meetings to discuss arrangements for the production of the Neighbourhood Plan.

#### **PROCEDURES**

8. The committee will operate within Local Government law and the council's own Standing Orders and Financial Regulations etc.
9. The Chair of the committee will be appointed at the Annual Meeting of the Parish Council.
10. The quorum of the committee shall be no less than three councillors.

11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
12. Minutes of all meetings are to be kept by the Clerk (or a member of the committee when the Clerk is unavailable).
13. Draft minutes will be sent to all councillors by email within two weeks of the meeting.

## **FREQUENCY OF MEETINGS**

14. The committee will meet, at minimum, once every other month.
15. The committee will meet for additional meetings, on an adhoc basis.
16. A minimum of three clear days' notice will be given when meetings are to take place.

## **CONDITIONS**

17. Only councillor members of the committee may vote on agenda items. Staff and representatives from other organisations will not be formal members of the committee and will not have any voting rights on this committee.
18. Non-Members of the committee are subject to the same rules as committee members regarding confidentiality and the requirements of the Code of Conduct.
19. A member of the committee must declare any conflict of interest and act in the same way as one would in any other meeting in regards to disclosable interests.
20. Regularly report back to the Parish Council on progress, issues arising and outcomes.

## **COMMITTEE FUNCTIONS**

21. The committee will consider and make recommendation to the Council or relevant committee on:
  - Identifying sources of funding and applying to specific grants.
  - Identifying ways of involving the whole community and gathering the views and opinions of as many groups and organisations in the community as possible.
  - Analysis of the survey, as well as the production and the distribution of the final report.
  - Identifying priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
22. The committee has powers, delegated by full council, to:
  - Investigate and identify support for the Neighbourhood Development Plan.
  - Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Council or relevant committee on these matters.
  - Determine the types of survey and information gathering to be used.
  -
23. Costs incurred or due to be incurred that will take expenditure over budget must be considered and approved by the F+A committee or the full council where appropriate.

24. This committee will consider their budget requirements for events and submit the relevant budget request to the F+A committee by November each year.
25. At the conclusion of the Neighbourhood Plan project, the Parish Council and committee should discuss the future working of the committee. If the committee wishes to dissolve it must notify the council.