



LYMINGE PARISH COUNCIL

NEIGHBOURHOOD PLAN COMMITTEE

**THIS IS THE AGENDA FOR
A MEETING OF THE ABOVE PARISH COUNCIL COMMITTEE TO BE HELD ON
TUESDAY 3RD JUNE IN LYMINGE VILLAGE HALL
STARTING AT 17:30
YOU ARE HEREBY SUMMONED TO ATTEND.**

1. Welcome, apologies and declarations of interest

A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.

A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.

A member who declares a voluntary interest will be allowed to speak and vote on the matter should they wish.

2. Terms of Reference and Code of Conduct:

- *To receive an update on the terms of reference for the committee and what this means in practical terms including the Code of Conduct and how this applies to committee members.*

3. Structure and reporting/communication:

- *To receive an update on how the committee will function in terms of structure and how the committee is expected to report/communicate with the wider public and within the council.*

3. The NHP process and consultant:

- *To receive an update in relation to the new consultant, the current position and upcoming introductory meeting.*
- *To familiarise the committee with how the Neighbourhood Plan process works and what an example timeline may look like, including specific tasks and the requirements for achieving aims and progressing the plan.*

4. Examples:

- *To review the NHP Project Planner example*
- *To review the previous NHP task list*

5. Communication and next steps:

- *To set out the next steps and ensure that committee members understand what is expected of them between meetings i.e public consultation etc.*
- *To receive any updates on communication from the committee.*

6. Date of next meeting: 1 July

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