

## **Neighbourhood Plan Committee Terms of Reference**

Document Adopted: 6 June 2016

Reviewed: 12<sup>th</sup> May 2025

Due for Review: Annually

**These rules are supplemental to, and do not in any way override the Parish Council's standing orders.**

### **1. Definitions**

- a. Unless otherwise stated, any reference in this document to 'the neighbourhood plan' or 'the plan' shall be in respect of:
  - The neighbourhood plan in development or a completed version of the aforementioned covering the Hemswell Cliff Parish Council area.
- b. The Neighbourhood Planning Committee shall hereinafter be referred to in this document as 'the Committee'.
- c. Hemswell Cliff Parish Council will be shall hereinafter be referred to in this document as 'the Council'.

### **2. Membership of the Committee**

- a. The Committee shall comprise no more than two parish councillors, six non-councillor residents of the Parish and one member of the business community. All members of the Committee must be formally appointed by the Council.
- b. Membership of the Committee shall be reviewed at the Annual Meeting of the Council.
- c. The committee shall be subject to a quorum of three of its members.

### **3. Chairman**

- a. The Committee shall elect a chair annually at the first meeting of the Committee after the Annual Meeting of the Council.

### **4. Conduct of Meetings**

- a. All meetings of the Committee shall be convened in accordance with the Council's standing orders.
- b. All meetings of the Committee shall be minuted by the Clerk to the Council, or by a member of the Committee in the Clerk's absence.

### **5. Powers of the Committee**

- a. The Committee will only approve expenditure under delegated resolution made by the Full Parish Council for specific amounts. All other financial decisions shall be referred to the Council for consideration.
- b. The Committee shall be empowered to act on behalf of the Parish Council in respect of:

- The development of a neighbourhood plan;
- Liaising with West Lindsey District Council and partner agencies in the development of a neighbourhood plan;
- Identifying funding and grants to support their work in developing a plan;
- Sourcing quotes and managing tendering exercises for consultative work, communications and other materials that relate to the development of the plan, and;
- Overseeing consultations that relate to the development of the plan.

#### **6. Responsibilities and Areas of Operation of the Committee**

- a. The Committee shall be responsible for overseeing the development and management of a neighbourhood plan.
- b. Provide regular updates to the Council about the work of the Committee and the development of the plan. Make the Council aware of important deadlines, events and milestones in the development of a plan.
- c. The Committee will make all minutes available to the Council for inspection at ordinary meetings.
- d. Provide details about consultations taking place around the development of a plan.
- e. Make proposals to the Council that would aid the Committee in their work to develop a neighbourhood plan.
- f. The Committee will seek the Council's approval of a final version of the neighbourhood plan before it submitted to any local or national body or person. Council will be given at least 30 working days to consider the final version of the plan.
- g. For each financial year, the Committee shall, by 1 December, prepare a budget in respect of any anticipated expenditure relating to the development of the plan; the budget shall be submitted to the Clerk.
- h. The Committee shall explore outside funding opportunities to aid the development of a neighbourhood plan. All applications for funding will be put before the Council consideration and approval.
- i. The committee shall deal with any complaints or problems relating to the development of the neighbourhood plan, reporting issue of concern to the Council if and when appropriate.

This document is available free online at: <http://www.hemswellcliffparishcouncil.org.uk/>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

#### **Hemswell Cliff Parish Council Clerk – Mandy Coote**

**Address:** 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH

**Website:** [hemswellcliffparishcouncil.org.uk](http://hemswellcliffparishcouncil.org.uk)

**Mobile:** 07872 863818 **Email:** [clerk@hemswellcliffparishcouncil.org.uk](mailto:clerk@hemswellcliffparishcouncil.org.uk)

Clerk: Mandy Coote • 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH •  
[clerk@hemswellcliffparishcouncil.org.uk](mailto:clerk@hemswellcliffparishcouncil.org.uk) • 07872 863818