

Witherley Parish Council

Serving the villages of Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

Terms of Reference for Neighbourhood Development Plan Committee

Objectives:

To support progression of the submitted Neighbourhood Development Plan to referendum.

Delegated powers:

Under the guidance of the appointed Consultant, the committee shall be empowered with full delegated authority from the Parish Council to:

- Liaise with outside agencies
- Respond to requests for further information from HBBC or Independent Examiner
- Make necessary modifications to the plan
- Agree appointment of an Independent Examiner
- Allocate and spend funds within the approved budget

The committee shall regularly report back to the Parish Council on progress, issues arising and outcomes and seek ratification from Council of the committee's decisions.

Structure:

The Committee currently comprises of 4 members all of whom are Parish Councillors.

- The committee will be supported by The Clerk.
- The committee shall elect one of its Councillor members as chairman.
- Non-councillors may be co-opted onto the committee.
- Non-councillors will not have any voting rights.
- The quorum for a meeting is three Councillors.

Roles:

The Clerk to the Council will act as secretary to the Committee and oversee budget for the project.

Members of the committee will carry out tasks as they are needed.

Meetings:

Committee meetings are subject to the rules for Council meetings as set out in Standing Orders.

- The committee shall meet as required.
- Notice and business of meetings shall be posted by the clerk with at least three clear days notice.
- Meetings shall be open to the public and press, with no provision for public participation.
- The minutes of the meeting shall be prepared by the clerk.

General:

Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council.

Agreed and adopted 14th July 2022

Review July 2024.