



Turners Hill Parish Council  
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## **NEIGHBOURHOOD PLAN COMMITTEE TERMS OF REFERENCE**

### **Members**

The Committee will be formed of six Parish Councillors appointed by the Council. The Neighbourhood Plan Committee may appoint a maximum of four members of the public.

### **Quorum**

The quorum of the Committee shall be three Members.

### **Chairman**

The Chairman shall be appointed at the start of the first meeting following the Annual Council Meeting.

### **Voting**

Only Members may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

### **Code of Conduct**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. They must withdraw from the room during consideration of the agenda item to which the interest relates.

Members of the public who have been appointed to the Committee are also bound by the Code of Conduct and all Parish Council policies.

### **Meetings**

The Committee will meet as the workload requires, with a minimum of 3 clear days' notice given.

### **Responsibilities**

- a) Reviewing the Turners Hill Neighbourhood Plan, ensuring adherence to other local Plans, legislation and the National Planning Policy Framework, and making any recommendations to the Parish Council.
- b) Liaising with other authorities, members of the public, community, developers and businesses to aid in gathering evidence or forming a recommendation.
- c) Consulting with the community.
- d) Ensuring the implementation of the Policies in the Neighbourhood Plan.
- e) Updating the Council on its activities after each meeting.

- f) The Committee will have delegated powers to authorise expenditure up to £1,000. No expenditure may be authorised that will exceed the amount available in the NP earmarked reserve.

**Responsibilities retained by Council**

- a) Approving the reviewed Neighbourhood Plan.
- b) Approval of expenditure over £1,000.

**Staff**

The Clerk or Deputy Clerk can provide support to the Committee if required in addition to their contracted hours. This will be paid at their hourly rate, from the NP earmarked reserve.

Adopted on: 7<sup>th</sup> May 2024