



MAYLAND PARISH COUNCIL

Neighbourhood Plan Committee Terms of Reference

Adopted 12th May 2015

The Neighbourhood Plan Committee is appointed to take the lead responsibility, on behalf of Mayland Parish Council, for the development of a Neighbourhood Plan (NP).

- a) The Committee will comprise no less than three councillor members and an approximately equal number of non-councillor members.
- b) The quorum will be three Councillors.
- c) Appointment of members to the Committee will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting, or until the Neighbourhood Plan is adopted.
- d) A chairman, who must be a Councillor, will be appointed annually by the Committee at its first meeting.
- e) Meetings of the Committee will be convened in accordance with the Parish Council's Standing Orders.
- f) Substitute Parish Council members may be nominated and appointed, in accordance with the Parish Council's Standing Orders, to take the place of a Parish Council NP Committee member who cannot attend and without whom the meeting would be inquorate.
- g) Any member of the Parish Council may attend any meeting of the Neighbourhood Plan Committee, but their right to participate in the meeting will be equal to that of a member of the public.
- h) The voting rights of non-councillor members of the Committee are limited, but where a non-councillor has voting rights on a question which falls to be decided at any meeting of the Committee, he is subject to the Council's Code of Conduct.
- i) The public and press are permitted to attend Committee meetings, however they may be excluded temporarily if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by a resolution giving reasons for that exclusion.
- j) Meetings shall be held according to (but not restricted to) the Parish Council's calendar of meetings as approved at its Annual Meeting.

- k) Reporting to the full Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the full Council. The Parish Clerk will be responsible for the recording and distribution of minutes.
- l) The Committee will manage its delegated annual budget allocated by the Parish Council.
- m) All payments and receipts must be managed in accordance with the Parish Council's Standing Orders and Financial Regulations.
- n) The NP Committee is authorised to engage with, communicate, collect and collate information for the NP from other parish councils, Maldon District Council, Essex County Council, residents, residents' organisations, business organisations, service providers, land owners and other stakeholders, maintaining proper records of all communication and providing reports thereof for MPC.
- o) The Committee may appoint a subcommittee or a working group whose terms of reference and members shall be determined by the Committee.