

Hough on the Hill Parish Council

Neighbourhood Planning Committee

Terms of Reference and Membership

Purpose

The Neighbourhood Planning Committee (NPC) will take forward the work necessary to update the 2015 Neighbourhood Plan to bring it into full conformity with the SKDC 2020 Local Plan (and any subsequent, altered Local Plan), ensuring that the necessary consultation takes place to ensure the Plan accurately represents the views of the residents and other stakeholders.

Role and Responsibilities

The NPC will work on behalf of the Parish Council to undertake:

- funding and technical support applications to support neighbourhood plan activity
- recommendations for commissioning of specific areas of evidence and analysis as required
- management of consultants appointed by the Parish Council
- management of expenditure within budget allocations approved by the Parish Council
- preparation and distribution of publicity
- community consultation and engagement activities
- consultation and liaison with all relevant local stakeholders and with neighbouring Parishes
- liaison with South Kesteven District Council to support the Plan's development
- drafting of relevant content and policies for approval by the Parish Council

A full report of the NPC's activities will be made to each meeting of the Parish Council, seeking approval for any decisions required to progress the Plan.

The NPC must ensure that there is full transparency of process, at all times operating in an open and inclusive manner:

- All meetings of the group will be publicised and open for members of the public to attend.
- Notes of all meetings of the NPSC will be publicly available.
- The results of all consultations, and reports of consultation or engagement events, will also be made publicly available.

Membership

Membership of the NPC will comprise up to a maximum of 8 members:

- a minimum of three Parish Councillors, one of whom will act as Chair
- up to five independent members who will be residents or landowners within the parish
- the quorum for meetings will be three members, one of whom must be a Parish Councillor
- all members must declare any personal interest that may be perceived relevant to any decisions or recommendations and at all times abide by the Parish Council's Code of Conduct