



## **Loughton & Great Holm Parish Council**

### **Neighbourhood Development Plan Committee**

#### **Terms of Reference**

##### **Objective**

The objective of the neighbourhood development plan committee is to organise and manage the process of the making of a neighbourhood development plan for Loughton & Great Holm Parish pursuant to the Localism Act 2011.

The committee was established by the Parish Council on 16<sup>th</sup> January 2012

##### **Membership**

The Members of the Committee appointed by the Parish Council are:

Cllr Peter Todd  
Cllr Andy Sargent  
Cllr Hilary Dyer

The Committee shall have power to co-opt other members of the Parish Council as it considers necessary.

The membership shall (in accordance with standing orders) continue until the date of the next Annual General, whereupon the membership shall be reviewed and determined by the Parish Council

##### **Areas of responsibility**

The neighbourhood development plan committee has the delegated authority from Loughton & Great Holm Parish Council to

- Determine how and whether the neighbourhood plan project should proceed
- Determine the content of the plan in consultation with all appropriate consultees
- Arrange and carry out meetings with the MK Council planning authority to consult on the project

- Arrange and carry out consultations with local stakeholders and local residents
- Plan and carry out consultation meetings and events with local residents
- Draft and amend the draft neighbourhood development plan from time to time in accordance with the outcome of consultations
- Arrange and hold meetings of local groups of stakeholders (“the steering group”) to discuss the neighbourhood development plan
- Produce and publish leaflets and other material regarding the project
- Arrange a postal mailing to all households in the parish with a consultation questionnaire for return
- Decide how money from the Parish Council budget for the neighbourhood development plan should be spent
- Manage the process of having the plan approved by the Independent reviewer and by local referendum
- Approve the content of any consultation or publicity material
- Any other activity needed to progress the plan to adoption by the local planning authority
- The Committee shall report to the Parish Council that its business has concluded if it decides the plan shall be abandoned or the plan has been adopted by the planning authority

### **Procedures**

The procedures in the standing orders of Loughton Parish Council relating to committees shall apply

The Chairman and Vice Chairman of the Committee will be the Chairman and Vice Chairman of the Parish. The first meeting shall be arranged by the Chairman and notified to other members and thereafter meetings shall be arranged as determined by the Committee from time to time.

Minutes of meetings of the committee shall be recorded in writing by the Parish Clerk if in attendance but otherwise by a nominated member and shall thereafter be promptly circulated to all members of the Parish Council for information by email

Any member of the Parish Council may be in attendance at a meeting. Non members may be in attendance at the discretion of the committee in a non voting capacity.

**Adopted by a meeting of Council held on Monday 16<sup>th</sup> May 2016**