

Worth Parish Council
Neighbourhood Plan Committee Terms of Reference

MEMBERSHIP:

- Will have a membership of 10, with 6 Councillors and 4 Co-opted members of the community. All will be resident in the Parish and half will be resident in Copthorne and half will be resident in Crawley Down.
- The Chairman and Membership of the Committee is established at the Annual Parish Council Meeting (as per Standing Orders) or at the Council meeting on 11th November 2013.
- The Vice-Chairman of the committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders).

QUORUM:

- A quorum will be four Parish Councillors and two Co-opted members. Of this minimum number, half will be resident in Copthorne and half will be resident in Crawley Down.

MEETINGS:

- The Committee will meet as and when necessary until the Neighbourhood Plans for Copthorne and Crawley Down are adopted.
- In an exception to Standing Order 1, the Committee and the two sub-committees must give at least 5 working days notice of meetings.
- In general meetings will held in public and the minutes published. On occasions the Committee or its Sub Committees may hold meetings in private rather than in public due to the analytical and formative nature of business.

DELEGATED POWERS:

- The Committee will have delegated powers, to act on behalf of the Council to prepare the Neighbourhood Plans to submit to Council for approval.
- If the Committee needs any funding or has financial implications these must be referred to General Purposes and Finance Committee for approval.
- The Committee will set up 2 Sub-Committees, i.e. for Copthorne and for Crawley Down, which will involve co-option of members of the public who are not parish councillors.
- The Sub Committees will consist of 10 to 15 members, consisting of 4 Councillors and between 6 to 11 co-opted members of the community. All will be resident in the respective ward and eligible to vote in elections.

POWERS AND RESPONSIBILITIES

- Develop a shared vision for the 2 Neighbourhoods.
- Choose potential locations where new homes, shops, offices and other developments should be built, should they be part of the Plan outcomes.
- Influence policy on new buildings' design and features.
- Identify and protect important local green spaces
- Consider all potential sites identified for development relating to the Parish and to comment thereon to Mid Sussex District Council as part of the Neighbourhood Plans.
- Identify a clear communications strategy.
- Manage the allocated Neighbourhood Plan Budgets and to report on expenditure to the General Purposes & Finance Committee on a regular basis.
- Sub-committee members are bound by the Standing Orders and Code of Conduct of the Council as if they were members of the Council.
- To prepare information and data for Neighbourhood Plans.
- To carry out consultation exercises with the local community about the draft Neighbourhood Plan.
- To work with the appointed consultants to write the 2 Neighbourhood Plans suitable for submission to the local authority.

- The Committee is responsible for preparing the 2 Neighbourhood Plans which meet the following criteria: will improve the area; will promote the social, economic and environmental well being of the area; which will foster community spirit and pride.
- The Committee will regularly report to Full Council and then recommend the two Neighbourhood Plans to Full Council who will agree and submit the Plans for consultation, examination and referendum, as appropriate.

THESE TERMS OF REFERENCE WERE ADOPTED BY THE PARISH COUNCIL ON:

DATE:.....

SIGNED: