

Walford Parish Council

Terms of reference

Neighbourhood Development Committee

Objectives

- 1) To progress together with the support of the consultant, the neighbourhood development plan for sign off by Parish Council and then submission to Herefordshire Council Reg. 14 and progress to Regs 16 to 19
- 2) To engage with the public to successfully achieve the referendum result

Delegated powers

- 1) The Committee shall be enabled to liaise with outside agencies and recommend NDP changes to the Parish Council

Structure

- 1) The Committee will comprise a maximum of eight members of which a minimum of three shall be councillors
- 2) The quorum of the Committee shall be three councillors.
- 3) The Committee will be supported by the clerk
- 4) Non-councillors may be co-opted onto the Committee.
- 5) Non-councillors will not have any voting rights
- 6) Working groups can be created for specific tasks and the committee shall set clear objectives, scope and outcome

Roles and functions

The Committee shall have the following specific duties: -

- 1) To monitor the work carried out by the previous Steering group and the Consultant
- 2) To monitor spend against the grant and budget and make recommendations to the RFO.
- 3) To engage with the public and stakeholders
- 4) To provide support to enable satisfactory implementation of Parish Council decisions
- 5) To assist the RFO to apply for grant funding
- 6) Provide regular progress reports to the Parish Council

General

- 1) Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council
- 2) All meetings are open to the public and the press
- 3) The qualified body for neighbourhood planning matters is the Parish Council

Document control

Revision number	1.2	Written by	Dave Berry
Last approved by the Parish Council			
Date for next review			