

NORTHBOURNE PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE

TERMS OF REFERENCE

1. PURPOSE OF THE COMMITTEE

1.1 Northbourne Parish Council is the qualifying body for the preparation of a Neighbourhood Development Plan for their civil parish area. The Parish Council has agreed to establish an advisory committee to facilitate the delivery of this plan-making function. The Committee will guide and prepare the content of the Plan and all associated evidence and analysis for consideration by Northbourne Parish Council and then to Preferred Option Consultation Draft stage.

1.2 The Committee will:

- provide a locally accountable and representative lead for plan-making;
- agree a project timetable and endeavour to secure compliance;
- agree a project communication, consultation and engagement strategy;
- agree the initial scope of the Plan prior to early public engagement;
- confirm, subject to consultation with the Parish Council, the scope of the Plan following analysis of early and subsequent community engagement;
- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree, subject to ratification by the Parish Council, a final submission version of the Northbourne Neighbourhood Development Plan; and
- actively support and promote the preparation of the Northbourne Neighbourhood Development Plan throughout the duration of the project.

1.3 The Committee will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Committee will remain active until the independent examiners report is published.

2. COMMITTEE OBJECTIVE

- 2.1 The objective of the Committee is to produce a sound Neighbourhood Development Plan for the Parish of Northbourne, that defines the spatial planning policy priorities identified by the community considering all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3. MEMBERSHIP

- 3.1 The Committee will comprise a minimum of 4 members at any one time, two of whom will be current members of the parish council.
- 3.2 Membership will be reviewed by the Parish Council as necessary at a meeting of the full council.