



# Sutton Cheney Parish Council

## Dadlington Neighbourhood Development Plan Committee

### Terms of Reference

#### Role

To prepare a draft Dadlington Neighbourhood Plan for approval by the Parish Council.

The Parish Council will remain responsible for:

- Publicising the draft Dadlington Neighbourhood Plan for at least 6 weeks and consulting any of the consultation bodies whose interests it considers may be affected by the draft plan in accordance with regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended); and
- Submitting the draft Dadlington Neighbourhood Plan and accompanying documentation to Hinckley and Bosworth Borough Council.

#### Membership

The Committee will operate in compliance with s102(3) of the Local Government Act 1972 and s13(1) & (7) of the Local Government and Housing Act and any other applicable statute.

Membership shall be set by Full Council at the Annual Parish Council Meeting each May. A minimum of three Parish Councillors will be appointed to the Committee with other interested members of the community who may be co-opted to the Committee (with a maximum of **seven** members in total). The term of office for each member shall be for a year.

Co-opted members may join the committee during the year if authorised by full Council.

A Chairman for the Committee will be elected at the first meeting of the Committee each year.

#### Quorum

Four members of the Committee with a minimum of three of those four being Councillors.

#### Authority

Section 102(4) of the Local Government Act 1972 and other applicable statutes.

#### Conditions

- The Code of Conduct, Financial Regulations, and Standing Orders of the Parish Council will apply to all meetings of the Committee.
- The Committee will be functional for the duration of the Neighbourhood Development Plan process. Upon adoption of the NDP Council shall review ongoing management of the NDP and may reconvene the Committee as a standing committee.
- The Committee will meet as required and in line with Council's Standing Orders.
- Minutes of the meetings will be kept by the clerk, and shall be presented to the next meeting of the Parish Council, for noting.
- Meetings will be open to the public unless the Committee votes to exclude the press and public for specific items under the public interest test under the Public Bodies (Admission to Meetings) Act 1960.

Date Adopted November 2021  
Minute Reference 292/21

06 May 2021

☐☐ The terms of reference for the Committee shall be published and the minutes of meetings made available to the public in line with legislative requirements.

☐☐ All members of the Committee and the Parish Council shall receive a summons containing an agenda and with supporting papers in line with the Council's Standing Orders. These may be sent via e-mail with the explicit permission of individual Committee members.

☐☐ All meetings will be called in line with the Council's Standing Orders.

☐☐ The Committee may approve items of expenditure, so long as the total expenditure does not exceed the grants available to the Parish Council for neighbourhood planning. The Council's Financial Regulations shall apply in full and all orders, quotations, etc., must be administered in line with these. The Committee is not authorised to enter into any contract on behalf of the Council.

#### Restrictions:

☐☐ Only Councillor members of the Committee may vote on agenda items.

☐☐ The public and press may attend and will be allowed to speak on an agenda item in line with the Council's rules for public participation (see the Council's Standing Orders).

☐☐ Co-opted members of the Committee are subject to statutory rules regarding disqualification and these members shall sign a disclaimer stating that they are not disqualified from being co-opted.

#### Responsibilities:

☐☐ To advise the Parish Council on all matters relating to the Neighbourhood Development Plan.

☐☐ To cooperate with Hinckley and Bosworth Borough Council on the preparation of the Dadlington Neighbourhood Plan.

☐☐ To ensure that people living and working in the parish: • are kept fully informed of what is being proposed

- are able to make their views known throughout the process
- have opportunities to be actively involved in shaping the emerging Dadlington Neighbourhood Plan
- are made aware of how their views have informed the preparation of the Dadlington Neighbourhood Plan

☐☐ Consult bodies whose interest may be affected by the Dadlington Neighbourhood Plan, including public bodies, landowners and the development industry.

☐☐ To identify and recommend to Council grant funding opportunities to support the preparation of the Dadlington Neighbourhood Plan.

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☐☐ To recommend the appointment of, and seek professional support and advice from, appropriate consultants to advise on technical or process issues.

☐☐ Collation of evidence informing the Dadlington Neighbourhood Plan.

☐☐ To liaise with Hinckley and Bosworth Borough Council regarding the appointment of an independent Examiner.

☐☐ To respond to questions and requests for information from the independent Examiner.

**Interests:**

**All Committee members shall be bound by the Council's Code of Conduct with regards to their interests and these shall be recorded and declared in line with the published requirements.**