

HUNGARTON PARISH COUNCIL

TERMS OF REFERENCE AND GOVERNANCE FOR HUNGARTON NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE

1. Name

- a. The name of the Committee shall be the Hungarton Neighbourhood Development Plan (NDP) Committee.

2. Role

- a. The role of the NDP Committee, an advisory committee of the Parish Council, is to carry out the following Neighbourhood Plan tasks on behalf of the Parish Council:
 - i. Undertake the preparation of a Neighbourhood Development Plan for the designated area.
 - ii. Secure external funding for the approval of the Parish Council and take responsibility for planning, budgeting and monitoring expenditures, providing regular feedback to PC meetings for scrutiny and ratification.
 - iii. Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NDP is comprehensive and inclusive.
 - iv. Identify and implement a wide variety of ways to engage the whole community throughout the process.
 - v. Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NDP Committee, involving additional persons with specific expertise as required.
 - vi. Be responsible for the analysis arising during the NP process and the production and distribution of the final report.
 - vii. To work closely with both Harborough District Council (HDC), Houghton on the Hill Parish Council and Hungarton Parish Council throughout the process, with regular consultation and progress reports, resolving any major issues as they arise.
 - viii. To submit the draft NDP for consultation with the Parish Council, local residents and HDC.
- b. To secure the endorsement of the Parish Council for the final NDP document.
- c. To prepare the NDP for examination by the Independent Examiner
- d. To ensure the NDP is in general conformity with HDC's existing Core Strategy and is in line with the developing HDC Local Plan.
- e. To ensure the NDP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations.

3. Membership

- a. The NDP Committee shall have a minimum of six members, including at least one member from the Parish Council.
- b. The NDP Committee may co-opt additional members at its discretion
- c. The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website.

4. Meetings

- a. The NDP Committee shall hold a full meeting at least every two months or more frequently as may be required.
- b. Meeting dates shall be made known at least ten days in advance.
- c. The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting.
- d. Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
- e. The minutes of the meeting shall be produced and circulated to all members within at least 10 days following the meeting, for approval at the following meeting.
- f. Resolutions shall be decided by a majority of votes.
- g. A minimum quorum of members for the transaction of business is four members, including the Chair.
- h. Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
- i. The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.

5. Theme Groups

- a. The NDP Committee may appoint specific Theme Groups to carry out agreed work on behalf of the NDP Committee, with a nominated Leader for each Theme Group. The work of the Theme Groups does not need to be open to the public.
- b. The Leader shall report on progress to the full meeting of the NDP Committee.
- c. The Leader may co-opt additional members to further the work of the Theme Group.
- d. The Theme Group may make recommendations but decisions will be taken by the full NDP Committee, for ratification by the Parish Council.

6. Finance

- a. The Treasurer shall maintain a record of all income and expenditures and follow financial procedures in accordance with the Parish Council practice.
- b. A current financial statement will be available as necessary and a financial report will be available for each Parish Council meeting and as required by the NDP Committee.

7. General Conduct of NP Committee Members.

- a. Members are expected to conduct themselves when working on the NDP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- b. Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.
- c. Members, including co-opted members, should declare an Interest at the beginning of a meeting if the member has a disclosable pecuniary or relevant other interest relating to an agenda item to be discussed.

8. Public Access to Information

- a. Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NDP Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.
- b. Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.
- c. The agendas, relevant papers and subsequent minutes of all NDP Committee meetings will be published on the village website <http://www.leicestershirevillages.com/hungarton/neighbourhood-development-plan.html> and available for all members of the public to access.

