



## **Neighbourhood Plan Committee (NPC) – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the NP Committee Terms of Reference at its Meeting held on Tuesday 14 May 2024 and recorded the decision under Minute 7 of the Annual Council.

### **2. Membership**

- 2.1 The Neighbourhood Plan Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public can be co-opted onto the Committee but have no voting rights. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2 The quorum of the Neighbourhood Plan Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

### **3 Procedures**

- 3.1 The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the Annual Council Meeting Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3 The Committee will agree the Minutes of its Meetings at the next appropriate Meeting of this Committee. Minutes will be noted at Full Council and circulated to all Councillors and published on the Council Website.
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5 The Clerk or the appointed Officer will provide administrative support for the Committee.

### **4 Meeting Dates**

- 4.1 The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

## **5 Committee Functions**

The Committee shall:

- 5.1 Formulate and take into law a Neighbourhood Plan for Highworth.
- 5.2 Monitor and keep up to date the Neighbourhood Plan to keep it in line with the policies of the Development Plan including any emerging Local Plan.
- 5.3 Take elements of the Neighbourhood Plan and take them forward in the interests of improving Highworth as a town.
- 5.4 Consult with the residents of Highworth when considering improvements and enhancements to Highworth.
- 5.5 Work with the Forward Planning at Swindon Borough Council in the furtherance of the Neighbourhood Plan and elements contained in it when taking them forward.
- 5.6 Consult with Officers at Swindon Borough Council as necessary.
- 5.7 Report back to the Full Council when appropriate.