



# Highcliffe & Walkford Neighbourhood Plan

## Sub-Committee's Terms of Reference

1. The full Highcliffe & Walkford Parish Council (HWPC) approved the appointment of a Sub-Committee at its Full Council Meeting on 20<sup>th</sup> August 2019 having received a 'Public Report for Decision'.
2. The sub-committee will formulate a Neighbourhood Plan in accordance with the Localism Act 2011 and subsequent regulations and Government guidance notes. An external planning consultant, Jo Witherden, will be appointed to work with the Sub-Committee. The Sub-Committee will report on progress to the Full Parish Council meetings.
3. As required under planning legislation, HWPC will ensure that the Neighbourhood Plan reflects the aspirations of the community and is supported by effective community engagement. The Sub-Committee will make recommendations to HWPC which has ultimate responsibility and hence authority in the effective delivery of the process. The Neighbourhood Plan progress will be a standing item at HWPC Full Council meetings.

### **Purpose**

4. Within the terms of its authority described above, the Sub-Committee's is to design, implement and monitor the Neighbourhood Plan process in order that it clearly reflects the land use and development aspirations of the HWPC community; to ensure appropriate standards are followed such that the Plan will successfully progress to Independent Examination and Community Referendum and ultimately be adopted by BCP Council as statutory planning policy.

### **Membership**

5. Membership and roles Membership of the Sub-Committee will represent the HWPC and the Highcliffe & Walkford community. The Councillors were selected from volunteers and subsequently individuals representing the community were invited.

## **Meeting Arrangements**

6. The current 6-member Sub-Committee meet periodically and are quorate when 3 members are present and decisions will be made on the basis of a majority vote. The Chair will not normally exercise his 1 vote unless required to bring about a decision.

The Chair will act as Project Officer and will generally facilitate the business of the Sub-Committee, prepare agendas, take notes of decisions and actions, disseminate to members by email and will initiate communication and engagement with the HWPC community.

## **Project Outcomes**

7. The Sub-Committee will deliver and implement an effective Project Plan [see below], Community Engagement. The decisions and actions of the Sub-Committee will be publicised utilising press, direct communication and social media.

The Sub-Committee will ensure that the outputs of the process are compliant with all relevant BCP Council and national planning policy and any statutory requirements.

## **Grants & Project Funding**

8. A Government Grant available under the national Neighbourhood Planning Programme, up to a limit of £9,000 for the whole project, will be applied for each financial year to cover cost in the relevant financial year period. Additional funding, as may be required, will be provided by HWPC.

A budget will be prepared for each Grant funding application.

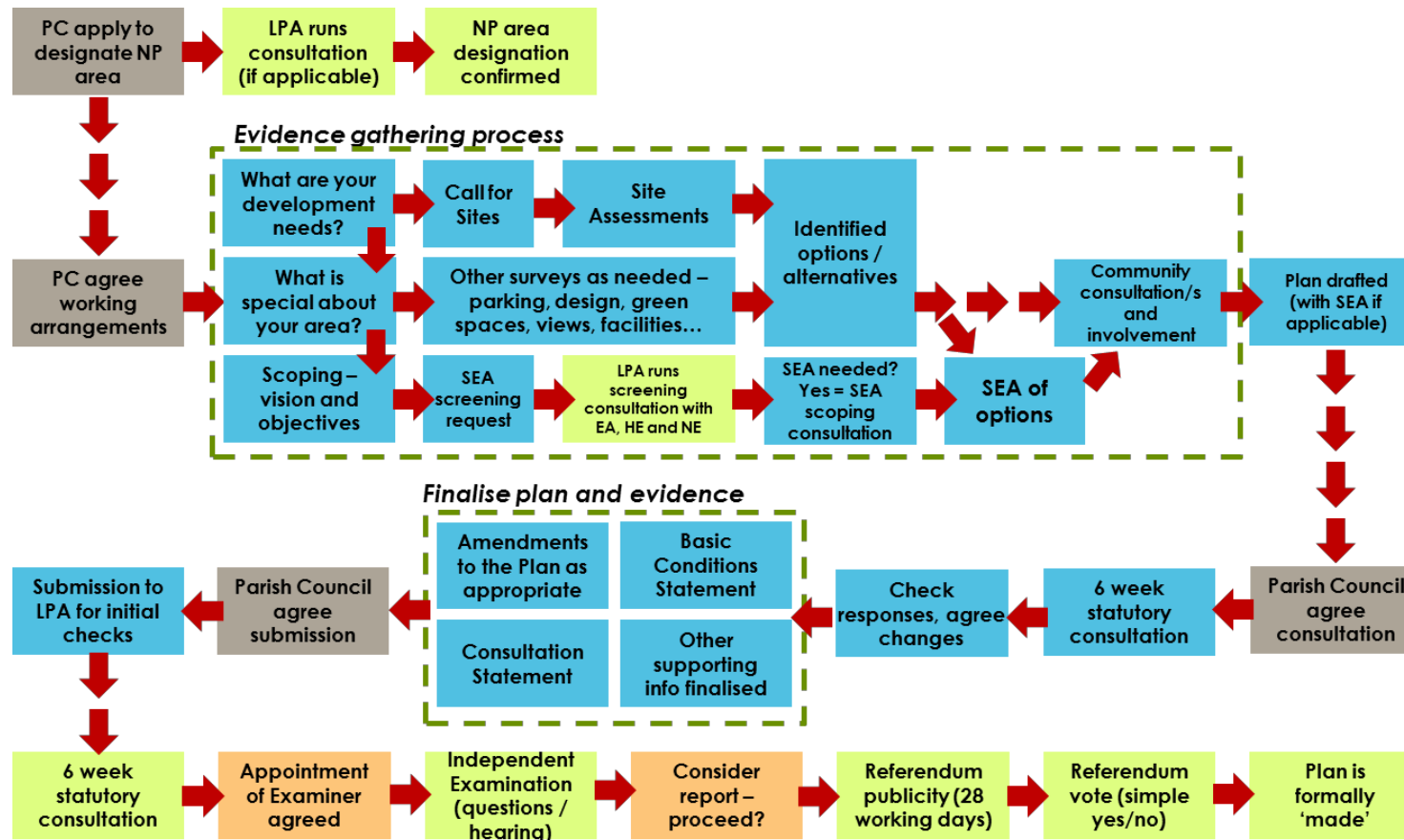
## **Terms of Reference**

9. Any changes or amendments to the Terms of Reference may be made at a Sub-Committee meeting and agreed by the majority of the Sub-Committee.

## **Dissolution**

10. The members will agree, by a majority vote at a Sub-Committee, to call a Special Meeting for the sole purpose to dissolve the group.

# Indicative Project Plan



September 2019