

Neighbourhood Plan Committee

Minutes of the NPC meeting held on 2nd April 2019 in Lea Village Hall at 7pm

Present: Cllr T Culling (Chair), Cllr S Suter, T Luggar & C Pope

Also present: Claire Mann (Parish Clerk)

NPC01/19 To approve Terms of Reference.

Cllr Culling had circulated draft Terms of Reference to all members of the NPC and invited comments.

This was a brief ‘prologue’ meeting of the NPC - with the intention to hold formal quarterly meetings from a date yet to be agreed, starting after the Annual Parish Council Meeting in May. At the same time as agreeing final terms of reference for both NPC and NPSG, the meeting also considered the roles of both the Parish Council and the Steering Group in regard to neighbourhood planning, noting that:

- the execution of most of the work and activity required to develop a neighbourhood plan will be undertaken by an empowered Steering Group,
- the lead responsibility for the plan remains with the Parish Council (“PC”) and the NPC provides an ongoing link between NPSG and the PC,
- whilst the NPC retains responsibility for approval of all policy related decisions relating to the Neighbourhood Plan based on the authority delegated to it by the Parish Council there is no expectation of ‘over-control’ by the PC.

On the last point, Cllr Culling emphasised that the PC wants the NPSG to feel (and to *be*) empowered and intends that the PC role will be one of ‘active supporter’, whilst noting that certain decisions and actions do need to be passed through the PC in light of the legal requirements of neighbourhood planning. The TORs are intended to clarify roles and responsibilities and have now been reviewed and accepted by both NPC and NPSG.

Following discussion, it was **resolved** that amendments would be made and circulated to all and that the amendments would be reviewed by the Parish Council at their next meeting.