

Walford Parish Council

Terms of reference

Neighbourhood Development Committee

Objectives

- 1) To progress together with the support of the consultant, the neighbourhood development plan for submission to Herefordshire Council Reg. 14 and progress to Regs 16 to 19
- 2) To engage with the public to successfully achieve the referendum result

Delegated powers

- 1) The Committee shall be empowered to make all necessary decisions in relation to the NDP in accordance with the Parish Council general power of competence
- 2) The Committee shall have full powers to allocate and spend money within the approved budget
- 3) The Committee shall have full powers to liaise with outside agencies and agree any required changes to the NDP

Structure

- 1) The Committee will comprise a maximum of eight members of which a minimum of three shall be councillors
- 2) The quorum of the Committee shall be three councillors.
- 3) The Committee will be supported by the clerk
- 4) Non-councillors may be co-opted onto the Committee.
- 5) Non-councillors will not have any voting rights
- 6) A working group can be created for specific tasks and the committee shall set clear objectives, scope and outcome

Roles and functions

The Committee shall have the following specific duties: -

- 1) To approve the work carried out by the previous Steering group and the Consultant
- 2) To monitor and agree spend against the grant and budget.
- 3) To engage with the public and stakeholders
- 4) To provide support to enable satisfactory implementation of committee decisions
- 5) Via the RFO to apply for grant funding

General

- 1) Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council
- 2) All meetings are open to the public and the press

Document control

Revision number	1.1	Written by	Dave Berry
Last approved by the Parish Council			
Date for next review			