

EXMINSTER PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY

TERMS OF REFERENCE

The Neighbourhood Development Plan Working Party ('the Working Party') is a working party of Exminster Parish Council ('the Council').

1. Membership

The Constitution of the Working Party shall be four Members of the Council; the Chairman and the Vice-Chairman of the Council as ex officio Members; and, up to six members of the community who are not also Members of the Council.

The Chairman of the Working Party shall be chosen from the Members of the Council serving on the Working Party and the Vice-Chairman of the Working Party shall be chosen from the members of the community serving on the Working Party.

2. Voting

Each Member of the Working Party (including the Chairman and Vice-Chairman of the Working Party) has one vote. The Working Party Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

3. Quorum of Working Party

Five Members of the Working Party shall constitute a quorum of the Working Party of which at least three must be Members of the Council. If the number of Members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

4. Purpose

The main purpose of the Working Party is to prepare the Neighbourhood Development Plan for Exminster Parish, ensuring that all issues are addressed appropriately with high levels of community engagement to improve the likelihood that the Plan will be supported at the local referendum.

5. Responsibilities

The Working Party shall have the following responsibilities:

- To work with the people of Exminster in producing the Neighbourhood Development Plan.
- To ensure that, as far as is reasonable, all households and organisations (which have expressed an interest in being involved) have the opportunity to contribute to the production of the Neighbourhood Development Plan.
- To liaise with District- and County-wide authorities to gain support for the development of the Neighbourhood Development Plan and for the final Neighbourhood Development Plan.
- As required, to commission specialist support for specific areas of evidence and analysis.
- To gain approval from the Full Council for the Consultation and Communications Strategy.
- To gain approval from the Full Council for the Vision and Objectives.
- To gain approval from the Full Council for the Preferred Options.
- To gain approval from the Full Council for any draft or final Neighbourhood Development Plan prior to it being circulated to residents.
- To work with the District Council and the Independent Examiner.
- To make applications to organisations for grants, donations and support specifically for the development and production of the Neighbourhood Development Plan.
- Control of the budget for the Neighbourhood Development Plan including the contribution of £5,000 from the Council and any grants or donations received specifically for the purpose of developing and producing the Neighbourhood Development Plan.

6. Meetings

Meetings should be held at least once a month, unless there is no urgent business to transact. Copies of the draft notes of the meetings are to be circulated electronically to all Members of the Working Party and the Council within five working days of the meeting.

7. Reporting

The Working Party shall report in writing to the full Council Meeting as and when necessary but no less frequently than quarterly.

8. Life of the Working Party

It is expected that the Working Party will be required for eighteen months, the estimated time necessary to produce the Neighbourhood Development Plan. Once the Neighbourhood Development Plan has been approved by referendum, the Working Party will be disbanded.

9. Review

The Terms of Reference should be reviewed by the Parish Council in June of each year or earlier if deemed necessary.

Approved by the Parish Council on 3 June 2013