

EXMINSTER PARISH COUNCIL

EXMINSTER NEIGHBOURHOOD DEVELOPMENT PLAN (ENDP) IMPLEMENTATION GROUP

TERMS OF REFERENCE

The ENDP Implementation Group ('the Implementation Group') is a working party of Exminster Parish Council ('the Council').

1. Membership

The Constitution of the Implementation Group shall be up to six Members of the Council; and, up to six members of the community who are not also Members of the Council.

The Chairman and Vice Chairman of the Implementation Group shall be chosen by its Members

The positions of Chairman and Vice Chairman of the Implementation Group shall be chosen, one from the Council Members serving on the Implementation Group and the other from the Community Members serving on the Implementation Group.

If an appointed Council Member of the Implementation Group is unable to attend a meeting, then a substitute Parish Councillor can be asked to attend on their behalf.

2. Voting

Each Member of the Implementation Group has one vote. The Implementation Group 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 the Implementation Group

Four Members of the Implementation Group shall constitute a quorum of the Implementation Group of which at least two 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 Implementation Group is to advise the Parish Council on the implementation of the Exminster Neighbourhood Development Plan.

5. Responsibilities

The Implementation Group shall have the following responsibilities:

- To identify parcels of land to be purchased both to maintain existing green spaces within the Settlement Limits and protect green spaces adjacent to the Settlement Limits.
- To monitor the ENDP on a regular basis including looking at the policies and the contribution they are making to the achievement of the nine sustainability objectives contained in the Sustainability Appraisal of the ENDP.
- To draft the annual progress report for circulation to all households in the Parish by the Parish Council.
- To consider the need for and the scope of a review of the ENDP.
- To advise the Parish Council on the work required from outside agencies.
- To recommend/advise the Parish Council on expenditure of Community Infrastructure Levy.
- To review the Community Plan projects identified for the Parish Council and Neighbourhood Plan.

6. Meetings

Meetings should be held at least quarterly, or more frequently if there is urgent business to transact. Copies of the draft notes of the meetings are to be circulated electronically to all Members of the Implementation Group and the Council within five working days of the meeting.

7. Reporting

An agenda item on the next Parish Council meeting following the Implementation Group meeting shall provide an opportunity for Councillors to question the notes from the Implementation Group meeting and for any updates or recommendations from the group to be received.

8. Life of the Implementation Group

The Group shall continue until deemed not necessary by the Parish Council.

9. Review

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