



Hadleigh Town Council

The Guildhall
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

NEIGHBOURHOOD PLAN SUB-COMMITTEE TERMS OF REFERENCE

The Neighbourhood Plan Sub-committee reports to the Planning Committee who were given delegated responsibility to 'Manage the development of the Neighbourhood Plan until it is "made"' and this responsibility will be given to the Neighbourhood Plan Sub-committee.

They will develop the Neighbourhood Plan with due consideration for the needs of all residents, business and community groups now and in the future.

The Sub-committee will be made up of Councillors, staff and the public.

There will be no more than 8 people on to the Sub-committee and there will be at least 3 Councillors.

The Sub-committee is responsible for the following:

Roles:

- a) Manage and co-ordinate the production of a Neighbourhood Plan that represents the objectives of the local community as far as is practical
- b) Identify ways of engaging the whole community and gather the views and opinions from as many people, groups and organisations in the community as possible on a number of aspects relating to the Neighbourhood Plan
- c) Determine the types of surveys and guidance gathering to be used and be responsible for the analysis of the surveys, the assembly of the evidence and the production and distribution of the draft Neighbourhood Plan
- d) Liaise with relevant authorities and organisations to make the Plan as effective as possible
- e) Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Town Council and the wider community quarterly
- f) Manage the decision-making process regarding the Neighbourhood Plan in an open, transparent and accessible way
- g) Prepare and regularly update the Planning Committee with key milestones and delivery mechanisms for the Neighbourhood Plan

Delegations:

The committee has delegated authority to make decisions on behalf of the Town Council on the following matters:

- a) Development of the Neighbourhood Plan
- b) To arrange its own meetings
- c) To appoint its own Chair