



Wymondham & Edmondthorpe Parish Council

Chairman: Howard Gresham

www.we-pc.info

Neighbourhood Plan Advisory Committee – Terms of Reference

A standing committee of W&E PC reappointed at the Annual Parish Council Meeting

Membership will comprise of at least three members one of whom must be one councillor. To be quorate with at least three members who may be either councillors or non-councillors but must include at least one councillor.

All Councillors are ex-officio members of the Committee.

The purpose of the committee:

- to carry forward projects agreed by the Parish Council and advise the Council on all matters relating to the W&E NP
- to liaise with groups and organisations concerned with NP policy
- to continue to promote the W&E NP within the parish
- to deliver a report to the Annual Parish Meeting on NP matters over the previous twelvemonths

The determination of planning applications remains the sole responsibility of the full Parish Council.

Meeting arrangements

- To hold at least three meetings in any year at a frequency and location to be decided by the committee.
- Meeting agenda to be published at least three clear days in advance on the PC website and noticeboard
- Meetings to be held in an appropriate location accessible to all members of the public.

Information and resources (including confidential materials)

- All copies of agendas and decisions, recommendations, letters, reports and correspondence will be held by the Clerk.
- An area of the village web site will be devoted to W&E NP related matters.
- Each meeting will elect a member to take minutes which will then, once agreed and signed by the Committee Chair, be published on the PC website within one month and submitted to the next PC meeting.

The Chair will submit invoices for agreed expenses for payment to the PC Clerk.

Adopted by Wymondham and Edmondthorpe Parish Council 7th October 2019