

## Terms of Reference

**Name:** Stoke Golding Neighbourhood Plan Advisory Committee Subcommittee

**Purpose:**

The purpose of the Subcommittee shall be to support the NPAC in carrying out the following tasks:

- (a) Developing site allocation criteria
- (b) Assessing housing need
- (c) Preparing the data for each identified site in readiness for the site allocation exercise. This does not include undertaking the site allocation; it is about checking the SHELAA (and any other relevant data) about potential sites to ensure any errors or issues identified by the Subcommittee have been addressed.
- (d) Continuing the site allocation exercise to produce either a ranking (or short-list) of sites
- (e) Collating and assessing review comments (from members of the NPAC) on the draft Neighbourhood Plan.

**Membership:**

The sub- committee will be made up of members agreed by the NPAC

**Roles:**

The sub-committee can advise the NPAC on tasks related to the set objectives of the committee

**Roles & Relationships:**

Parish Council insurance will cover the previously agreed activities of the NPAC subcommittee but members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.

The sub-committee will ensure minutes of their meeting are available prior to the next parish meeting to allow discussion and endorsement at the Parish meeting. The NPAC will provide the opportunity for the endorsement of minutes and recommendations via its meeting agenda.

The sub- committee will carry out duties specified by the NPAC which may include data gathering, consultations and making recommendations.

The make-up and purpose of the sub-committee will be regularly reviewed by the NPAC. It is expected that all NPAC sub-committee members abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest. Copies of the Parish Council's Code of Conduct will be made available to all members.

**Meetings:**

The sub- committee shall meet as required

At least three clear days' notice of meetings shall be sent to members via communication method agreed with, and appropriate to, each individual member  
Whenever possible, notices of meetings should detail the matters to be discussed  
Minutes must be kept

All the members of the sub-committee are entitled to vote, as all decisions are recommendations that will be subsequently agreed the NPAC and ultimately by the Parish Council

The lead person shall in the case of equality of votes have a second casting vote.

**Finance:**

Requests for any planned expenditure will be given to the NPAC for consideration and subsequent recommendation for approval by the Parish Council before actual costs are incurred

**Dissolving the Sub-committee:**

The NPAC can dissolve the sub-committee as and when agreed.