

## Neighbourhood Plan Review Group

### Terms of Reference

#### 1. PURPOSE

The purpose of the Neighbourhood Plan Review Group is to review and monitor the Staplehurst Neighbourhood Plan, ensuring that it remains a relevant and live document. The Group should also review the Borough Council's Local Plan, along with neighbouring Local and Neighbourhood Plans.

#### 2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

#### 3. SCOPE OF ACTIVITIES

- (a) To monitor and review the Staplehurst Neighbourhood Plan, ensuring local development conforms with the Neighbourhood Plan and make recommendations to the Council.
- (b) To gather evidence, data and information to support the Neighbourhood Plan and similar planning documents.
- (c) To recommend to Council minor factual and non-material changes, agreed with the Borough Council and to implement these changes in the Neighbourhood Plan.
- (d) To recommend to Council material changes to the Neighbourhood Plan and work with the Parish Office to deliver the material changes, by following the statutory and best practices, including public consultation, as well as seeking advice from the Borough Council on the process requirements.
- (e) To monitor and review the progress of Maidstone's Local Plan, to ensure conformity with the Neighbourhood Plan and make recommendations to the Council for the need of representation, where conflicts arise.
- (f) To monitor and review Neighbourhood Plans created or adopted by neighbouring parishes and make recommendations to the Council on the need to comment, where appropriate and necessary, in the light of any impact assessment undertaken.
- (g) To monitor and review Local Plans created or adopted by neighbouring Councils and make recommendations to the Council on the need to comment, where appropriate and necessary, in the light of any impact assessment undertaken.

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- (h) To monitor and review planning proposals that would have an adverse impact on the parish and make recommendations to Council on the need to comment/make representation, where appropriate and necessary, in the light of any impact assessment undertaken.
- (i) To take up any additional tasks assigned to it by the Council, as appropriate.

## **4. MEMBERSHIP**

- (a) The Group will consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

## **5. CHAIR OF THE GROUP**

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

## **6. REPORTING**

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

## **7. POWERS/AUTHORITY**

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out in 7(b) below.
- (b) The exception to 7(a) is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by the provisions of the Council's Standing Orders and Financial Regulations.

# Staplehurst Parish Council

First approved: 28<sup>th</sup> Jan 2017 (Min 1)

Review dates and minute number

14<sup>th</sup> May 2018 (Min 1698)

13<sup>th</sup> May 2019 (Min 1761)

10<sup>th</sup> August 2020 (Min 1852)

Next Review date: August 2021