

## **TERMS OF REFERENCE – NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

The Neighbourhood Plan Advisory Committee is solely responsible to Groby Parish Council.

### **1. Delegation**

- 1.1 Groby Parish Council has agreed to adopt the Neighbourhood Plan (NP) Advisory Committee Terms of Reference at its meeting held on xxxx and has recorded the decision under Minute Reference xxxx;
- 1.2 The Committee's Terms of Reference will be reviewed annually by the Committee to be considered and renewed at the Annual Parish Council Meeting each year.

### **2. Membership**

- 2.1 The NP Advisory Committee shall consist of a minimum of two councillors who shall be elected each year at the Annual Parish Council Meeting;
- 2.2 The NP Advisory Committee shall consist of a minimum of six and a maximum of fifteen members (including Parish Councillors);
- 2.3 The Quorum of the NP Advisory Committee will be five members (to include at least 1 Parish Councillor);
- 2.4 The NP Advisory Committee may co-opt additional members (non-councillors) throughout the year;
- 2.5 The Chair and Vice Chair of Groby Parish Council are ex-officio members of the Committee.

### **3. Policies and Procedures**

- 3.1 The NP Advisory Committee will operate within the Parish Council's Standing Orders and Local Government Law;
- 3.2 A Chair and Vice Chair for the NP Advisory Committee will be elected each year at the first meeting of the Committee following the Annual Parish Council Meeting;
- 3.3 The Committee will submit all its minutes of meetings to the next appropriate meeting of Groby Parish Council;
- 3.4 The Committee has delegated authority to make decisions on the Neighbourhood Plan that have a previously agreed budget from Council;
- 3.5 The Committee has delegated authority to complete actions on the Neighbourhood Plan that have been previously agreed by Council;
- 3.6 The Committee will make recommendations to Full Council for decisions where there is no delegated authority;
- 3.7 The Parish Clerk will provide administrative support for the Committee.

### **4. Objectives**

- 4.1 The role of the Neighbourhood Plan Advisory Committee is to carry out the following NP tasks on behalf of Groby Parish Council:
- 4.2 Undertake the preparation of a NP for the designated area of the Parish of Groby;
- 4.3 Secure external funding for the approval of the Parish Council and take responsibility for planning, budgeting and monitoring expenditure, providing regular feedback to Parish Council meetings for scrutiny and ratification;
- 4.4 To attend meetings with outside partners and liaise with relevant authorities, organisations and identified stakeholders to ensure the NP is comprehensive and inclusive;
- 4.5 Identify and implement a wide variety of ways to engage the whole community throughout the process;
- 4.6 Appoint themed working groups as necessary to undertake specific areas of work on behalf of the overall NP committee, involving additional persons with specific expertise as required;
- 4.7 Be responsible for the analysis arising during the NP process and the production and distribution of the final report;
- 4.8 To work closely with Hinckley and Bosworth Borough Council throughout the process;
- 4.9 To submit the draft NP for consultation with the Parish Council, local residents and Hinckley and Bosworth Borough Council;
- 4.10 To secure the endorsement of Groby Parish council for the final NP document;
- 4.11 To prepare the NP for submission to Hinckley and Bosworth Borough Council;
- 4.12 To ensure the NP is in general conformity with Hinckley and Bosworth Borough Council's existing Core Strategy and emerging Local Plan; Adopted at the Parish Council Meeting held on 08.09.2025
- 4.13 To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation;
- 4.14 To provide reports and make recommendations to Groby Parish Council with regard to the Neighbourhood Plan;

Adopted at the Parish Council Meeting held on 11/05/2026

4.15 The Committee have delegated power to make decisions on items that have been deferred to the Committee by Council.

## **5. Finance**

5.1 The Parish Clerk shall maintain a record of all income and expenditure and follow the same financial procedures in accordance with Parish Council practice.

## **6. Meetings**

6.1 The Committee will decide on the frequency of meetings;

6.2 Meeting dates shall be confirmed at least seven days in advance;

6.3 The meeting agenda shall be published to all Committee members at least 3 clear days prior to each meeting;

6.4 Declarations of Interest for agenda items shall be a standard agenda item at the beginning of each meeting;

6.5 The minutes of the meeting shall be produced and circulated to all members for approval at the next NP meeting;

6.6 Resolutions shall be decided by a majority of votes, with the Chair having a casting vote, if required;

6.7 Meetings will be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite them to speak when the subject is discussed, for no more than 5 minutes;

6.8 The NP Advisory Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive.

## **7. General Conduct of NP Advisory Committee Members**

7.1 Members are expected to conduct themselves, when working on the NP, in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership;

7.2 Members are required to read and sign the Parish Council's Register of Interests and Code of Conduct. The Clerk will hold the signed forms;

7.3 Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

## **8. Public Access to Information**

8.1 Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NP Advisory Committee;

8.2 The agendas and subsequent minutes of all NP Advisory Committee meetings, along with any relevant reports, will be published on the Parish Council website and available for all members of the public to access.