

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
DRAFT TERMS OF REFERENCE FOR
THE NEIGHBOURHOOD PLAN SUB-COMMITTEE**

MEMBERSHIP

- The Neighbourhood Plan Sub-Committee shall consist of a minimum of four Councillors and a **minimum** of three Community Members.
- All Neighbourhood Plan Sub Committee Council members shall have full voting rights on the sub-committee as this is an advisory committee.

PROCEDURES

- At the first meeting of the Neighbourhood Plan Sub-Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The quorum for the sub-committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The sub-committee will submit minutes of their meetings to the next meeting of the Planning Committee and seek approval for recommendations made.
- The annual budgeting process will allocate funds to the Neighbourhood Plan Sub-Committee to be spent on the implementation and updates of the Neighbourhood Plan.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Sub-committee.

FREQUENCY OF MEETINGS

- The sub-committee will normally meet as and when required. Notification of the meetings will be sent out by the Deputy Town Clerk.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

COMMITTEE FUNCTIONS

The sub-committee shall undertake the initial implementation and subsequent updates of the Broadstairs and St Peter's Neighbourhood Development Plan, including utilising data from background documents, evidence, and consultation. The Sub-Committee is an advisory Committee which reports to the Planning Committee