**LONDON COLNEY PARISH COUNCIL**

**TERMS OF REFERENCE**

**NEIGHBOURHOOD PLAN COMMITTEE**

**Membership**

* Four Parish Council Members of the Neighbourhood Plan Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders);
* Up to two co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
* The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders;
* Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.

**How often meetings are held.**

* Meetings are held bi-monthly (except August).

**Decision/Delegated Powers**

The Committee shall:

* Consider all matters that relate to the development of the Neighbourhood Plan for London Colney.
* Receive all minutes from the Neighbourhood Plan Steering Group
* Appoint two members of the Neighbourhood Plan Committee to sit on the Steering Group and one of these members to act as the Chair of the Steering Group
* Have delegated powers to administer the budget in relation to the Neighbourhood Plan
* Authorise grant applications for funding to support the development of the Neighbourhood Plan