**NEIGHBOURHOOD PLAN SUB COMMITTEE TERMS OF REFERENCE**

1. **MEMBERSHIP**
	1. The Parish Council or the Neighbourhood Plan Committee may form a neighbourhood plan sub-committee consisting of the members of the Neighbourhood Plan Committee and other invited members.
	2. The period over which the Sub Committee is formed will be at the discretion of the Neighbourhood Plan Committee.
	3. These terms of reference of this Sub Committee will endure for the Council year but may be amended by the Neighbourhood plan Committee.
	4. Membership of the Sub Committee will be solely at the discretion of the Neighbourhood Plan Committee.
	5. Members will be appointed to the Sub Committee either by the Neighbourhood Plan Committee or by the Parish Council on recommendation from the Neighbourhood Plan Committee.
	6. The Sub Committee shall be allowed to appoint its own Chair and Vice Chair.
2. **PURPOSE**

To implement the instructions of the Neighbourhood Plan Committee

1. **MEETINGS**
	1. The Sub Committee will meet as and when necessary, by agreement of the Sub Committee, or when called either by the Sub Committee Chair, The Neighborhood Plan Committee Chair or the Neighbourhood Plan Committee.
	2. The calling of a meeting of the Sub Committee will be by invitation to every member of the Sub Committee.
	3. The Sub Committee will meet at a place accessible to the public unless they are to be held in private
	4. The Sub Committee will require 3 members to be quorate.
	5. Sub Committee meetings will normally be held in public unless the nature of the proposed business meets the Sproughton Parish Council Standing Order requirements for public exclusion or there are practical reasons why the meeting cannot be held in public which must then be recorded in the minutes of the meeting.
	6. If a meeting is to be held in private an Independent Parish Councillor if so designated by the Parish Chair must be allowed access as an observer to ensure there is public transparency.
	7. The Parish Council must be notified when any meeting of the Sub Committee is called, and the Parish Clerk must have access to attend either to assist or advise.
2. **DELEGATED POWERS.**
	1. The Neighbourhood Plan Sub Committee will have management and administrative authority to define and create the Neighbourhood Plan as outlined in the associated project plan
	2. This extends to obtaining quotes for consultancy services, printing, stationery supplies etc. but excludes making any financial commitment.
	3. All Financial matters must be referred to the Neighbourhood Plan Committee for approval and to the Parish Council for information purposes & payment.
3. **SPROUGHTON PARISH COUNCIL STANDING ORDERS:**

The Sproughton Parish Council Standing Orders are the written rules of the Parish Council and apply in every respect that they relate to this Sub Committee. Where there is any conflict between these terms of reference and the Standing Orders the Standing Orders shall apply.

1. **SPROUGHTON PARISH COUNCIL FINANCIAL REGULATIONS:**

The Sproughton Parish Council Financial Regulations are the written financial rules of the Parish Council and apply in every respect that they relate to this Sub Committee. Where there is any conflict between these Terms of Reference and the Financial Regulations the Financial Regulations shall apply