

Terms of Reference 2017 Neighbourhood Plan Review Group

1. PURPOSE

The purpose of the Neighbourhood Plan Review Group is to review and monitor the Staplehurst Neighbourhood Plan and ensure that it remains a relevant and live document and that it is being evidenced by Staplehurst Parish Council (the 'Council') on planning and infrastructure matters.

2. REVIEW POINT

The Terms of Reference and membership of the Group may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Council.

3. SCOPE OF ACTIVITIES

- (a) To monitor and review the Staplehurst Neighbourhood Plan, ensuring local development confirms with 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 develop a strategy to update the Neighbourhood Plan and make recommendations to the Council, to ensure relevance, objectivity and maintain material weight in planning terms.
- (d) 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.
- (e) To monitor and review neighbouring Parish Neighbourhood Plans and make recommendations to the Council on the need to comment, where appropriate and where necessary, an impact assessment undertaken.
- (f) To monitor and review neighbouring Local Plans and make recommendations to the Council on the need to comment, where appropriate and where necessary, an impact assessment undertaken.
- (g) Take up any additional tasks assigned to it by the Council, as appropriate.

Staplehurst Parish Council

4. MEMBERSHIP

- (a) The Group will consist of residents and Staplehurst Parish Councillors.
- (b) The Group will normally comprise of **three** Councillors, appointed by the Council, together with the Chairman, Vice Chairmen and the Chairman of the Planning Committee attending as ex-officio members.
- (c) The maximum number of Staplehurst Parish Councillors should be 7.
- (d) The Membership of the Group will be ratified by the Council.

5. CHAIR

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. PROPER OFFICER SUPPORT

The Group will be supported by the Parish Clerk and/or Deputy Clerk & Finance Officer, as appropriate.

7. POWERS

- (a) The Group's role is to review, monitor and make recommendations to the Council. Once any recommendation by the Neighbourhood Plan Review Group has received Council approval, the Group, Clerk and Deputy Clerk & Finance Officer will implement such decision in the usual manner.
- (b) The Neighbourhood Plan Review Group has no delegated powers and has no delegated authority. It has no standalone authority.
- (c) The exception to the stipulation stated in clause 7(b), is where the Council has delegated powers and/or authority for a specific purpose, subject to the provisions of the Council's Standing Orders and Financial Regulations, except as otherwise determined by the Council.

