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## **Ingatestone and Fryerning Parish Council Neighbourhood Plan Advisory Committee (NPAC) Terms of Reference**

Terms of Reference approved by Full Council on 4 April 2019.

### **Prime objectives**

The purpose of the Committee shall be to support the Parish Council to develop the Ingatestone and Fryerning Neighbourhood Plan. Once completed, the Ingatestone and Fryerning Neighbourhood Plan will be reviewed by an independent qualified person, will be ratified through a referendum of the electorate within the Parish of Ingatestone and Fryerning.

### **Membership**

The Committee shall consist of at least five Parish Councillors and other non-council members, as appointed at the Annual Parish Council Meeting of Ingatestone and Fryerning Parish Council, or as necessary.

In accordance with the Local Government Act 1972 s102(3) as amended by the Local Government and Housing Act 1989 s13(1), non-members (those who are not Parish Councillors) do not have voting rights on the Committee.

Any councillor may attend meetings of the Committee, in the public forum, and abide by the regulations set down in Standing Orders.

At the first meeting of the Committee and at the following Annual Parish Council Meetings, the Committee shall elect a Chair and Vice Chair for the coming year. In the absence of both the Chair and Vice Chair, the members present at a meeting shall elect one of their number to act as chair of the that meeting only. The position of NPAC Chair and Vice Chair can only be filled by Parish Councillors.

The Committee will form Working Groups, who will undertake various tasks, consisting of Parish Councillors and/or non-council members to those groups, together with volunteers as necessary. Each Working Group will have an agreed lead person.

Wherever possible, all other members of the Committee and Working Groups should have a specific role, to be agreed by the Committee. The make-up and purpose of the Working Groups will be regularly reviewed by the Committee.

### **Finance**

- All grants and funding will be applied for by the Parish Council and held within the NPAC budget, for Neighbourhood Plan purposes only.
- Notification of all planned expenditure will be brought to the Full Council for agreement.
- The Parish Clerk shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the NPAC Chairman
- The NPAC Chair will report back to the Committee on planned and actual expenditure for the project and will regularly report progress to Full Council.

- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

### **Key tasks**

In developing the plan, the Committee will carry out the following tasks:

- Investigate and identify support for the Neighbourhood Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Plan and report back to Full Council on these matters.
- To authorise expenditure within the budget set by Full Council annually and as amended when required.
- Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- Parish Council insurance will cover the previously agreed activities of the Committee, Working Group members, and volunteers but those persons, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- Regularly report back to Full Council on progress, issues arising and outcomes.

### **Powers**

The Committee is authorised by Ingatestone and Fryerning Parish Council, within the scope of its duties and responsibilities to:

- To investigate and carry out any activity and spend from its budget, within its terms of reference.
- To seek any information, from the Clerk, related to any matter within the Committee's terms of reference.
- To invite outsiders with relevant expertise to attend a meeting of the Committee if the Committee considers this is necessary.

### **Meetings**

#### **The Committee**

- The Committee shall agree the next meeting date at each meeting but will aim to meet monthly.
- Notice given of the Committee meetings will be in line with legislation
- All meetings will be open to the public.
- The meetings will be minuted by a member of the Committee and written up by the Parish Clerk.

#### **Working Groups**

- Working Groups will meet as and when required to complete their tasks.
- These meetings do not require public notice or to be held in public.
- No formal minutes of these meeting will be taken.
- The Working Groups will provide a full report to the next Committee meeting.