



# Colne Town Council Terms of Reference

## Colne Neighbourhood Plan Advisory Committee

The Colne Neighbourhood Plan Advisory Committee is an advisory committee of the Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

### **1. Membership**

- a) All serving Members of the Council may request to be appointed to the Committee which will be composed of a maximum of eight voting Members of the Council.
- b) All Members, the Chairman, and the Vice Chairman of the Committee will be appointed at the Annual General Meeting of the Council and there should be a representative from each ward.
- c) Co-opted members may be appointed based on their special knowledge and serve as full members of the Committee but without voting rights.
- d) Membership of Committees may be changed at any Council meeting.
- e) Councillors may be co-opted to join during the year if authorised by Council.
- f) Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.

### **2. Purpose of the Committee**

The Colne Neighbourhood Plan Advisory Committee will take the lead role on all aspects of the Colne Neighbourhood Plan, including all periodic reviews and resulting consultations.

### **3. Aims and Objectives**

The role of the Advisory Committee is to continually review the Colne Neighbourhood Plan to ensure its alignment with the Pendle Local Plan and to make any recommendations for its improvement for use in the planning system as a governing document for the future development of the designated Neighbourhood Area.

The Advisory Committee will meet as required at dates and times as determined needed which fit with the Council's schedule of meetings.

No business may be transacted at a meeting unless at least one-third of voting members of the Advisory Committee are present and in no case should the quorum of a meeting be less than three.

The Advisory Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): CTC Standing Orders, Financial Regulations, CTC Media Policy, and the Council's Code of Conduct.

The Advisory Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.

Where necessary, the Chairman of the Advisory Committee will provide a report to Full Council on any substantive matters of importance and any material issues or concerns.

#### **4. Areas of responsibility**

To review the Colne Neighbourhood Plan as and when deemed necessary.

To make recommendations to the Council for any amendments or additions to the policies within the Colne Neighbourhood Plan.

To liaise with specialists within the field to ensure a successful project.

To agree publicity for the Colne Neighbourhood Plan within the Council's policies and procedures and ensure information is provided to Officers within a practical time frame for issuing.

To work within the budget agreed by Full Council for the project and to refer to the Finance, Employment & Services Committee when any non-budgeted expenditure is anticipated.

All budget / expenditure requests for the Colne Neighbourhood Plan, must be approved by the Finance, Employment & Services Committee or Full Council prior to the Officers actioning the related expenditure.

Any urgent matters requiring expenditure, will be dealt with according to the Council's Financial Regulations.