

# **Marden Parish Council**

## **Terms of Reference for Neighbourhood Development Plan Review Group**

### **Name**

The Marden Neighbourhood Development Plan Review Group (the Group) is a working group of the parish council.

### **Purpose**

The purpose of the Group is to support the Parish Council (PC) to review the Marden Neighbourhood Development Plan (NDP) in relation to the effectiveness of the current NDP when used to respond to planning applications and how the NDP can be strengthened and updated to provide further protection against speculative or unsuitable development in the parish. The following tasks will be undertaken, as well as others that are identified during the process of review and drafting an updated NDP:

- Identifying any possible changes/additions to current policies
- Identifying and drafting any additional policies
- Call for Sites for specific situation, size and number of new dwellings
- Help the Parish Council undertake the community consultation and NDP regulation process
- Help finalise the NDP for examination
- Help publicise the referendum
- Help implement and monitor the NDP
- Report progress to the PC as requested.

### **Membership**

The Group will be made up of parish councillors and parishioners. All members are volunteers. New members will be welcomed at any time and the meetings will include a Public Forum item if any non-Group parishioners wish to make comments.

### **Roles**

- The Chair will be Councillor Bennett and the Vice Chair will be Cllr Ryan
- The Chair/Vice Chair will facilitate discussion at meetings, ensuring that the process is inclusive, fair and not confrontational and report progress to the PC as agreed
- The Clerk will take notes of meetings, liaise with Kirkwells Planning Consultants, act as project administrator and act as Finance Officer for the Group, arranging payments as required from the NDP grant funds held by the PC
- All members are expected to take an active role in the process
- Any dispute within the SG will be referred to the PC for arbitration.

### **Finance**

- The NDP grant and any other funds are held by and the responsibility of the PC
- The PC will pay the Clerk's salary to support the Group
- Members of the Group are entitled to reasonable expenses agreed in advance eg. for travel, postage, stationery, phone calls, under the PC's Volunteer and Associated Expenses Policy
- The Clerk, acting as Finance Officer, will regularly report to the Group and the PC on planned and actual expenditure
- All invoices and expenses claims will be made out to the PC which will pay at the next scheduled PC meeting or in line with its Financial Regulations.

Signed:

Date:

Chair Marden Parish Council

Alison Sutton – Parish Clerk

7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD.  
Tel: 07789 322771. Email: [parish.clerk@mardenherefordshire-pc.gov.uk](mailto:parish.clerk@mardenherefordshire-pc.gov.uk)