



Sleaford Town Council

Planning Committee

Neighbourhood Plan Sub-Committee

Terms of Reference

Membership & Voting

- The Sub-Committee will consist of six members of the Town Council appointed each year by the Committee at its first meeting after the Annual Meeting of the Council and six non-councillors appointed by the Committee at that meeting.
- At its first meeting each year the Sub-Committee will elect a Chairman and a Vice-Chairman for the forthcoming year.
- Any vacancies on the Sub-Committee can be filled by the Planning Committee at one of its meetings.
- The Chairman of the Sub-Committee will have an original vote and in addition a casting vote which he or she can but does not have to use.

Remit

- Under the delegated authority of the Planning Committee to progress the development of the Neighbourhood Plan (NP) prior to its submission to the Planning Committee and to full Council for approval.
- The Sub-Committee will provide an update on its work to each meeting of the Planning Committee.

Delegated Authorisation of Expenditure

- The Sub-Committee will have the delegated authority to spend up to £5,000 on any single transaction on matters relating to its remit and which are within the overall budget of the Council.
- Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.

Meetings & Quorum

- The Sub-Committee will meet as and when required and the meetings will be called by the Town Clerk.
- Extraordinary meetings of the Sub-Committee may be called in line with standing orders 6(c) and 6(d) of the Council.
- The quorum of meetings of the Sub-Committee will be three members.
- The public notice requirements of meetings of the Committee will be the same as those for meetings of the full Council.



Public Participation

- Members of the public will have the same rights of public participation at meetings of the Sub-Committee as they have at meetings of the full Council and as are set out in the standing orders of the Council.

Meeting Papers & Minutes

- Except for any documents marked confidential all members of the Planning Committee and Council will receive the meeting papers of the Sub-Committee
- Minutes of the Sub-Committee will be approved at the next meeting of the Sub-Committee and then circulated to all members of the Planning Committee and Council

Adopted – 6th September 2023