

LIMPSFIELD PARISH COUNCIL

NEIGHBOURHOOD PLAN COMMITTEE

Terms of Reference (ToR)

1. Authority

The Limpsfield Neighbourhood Plan (LNP) Committee is appointed by and is solely responsible to the Limpsfield Parish Council “the Parish Council”. The LNP Committee duties are defined and agreed by the Parish Council which may vote at any time to modify the Committee’s Terms of Reference (ToR). The LNP Committee will meet at least quarterly. Additional meetings may also be convened by the Limpsfield Neighbourhood Plan Committee Chairman when necessary.

2. Membership and Quorum

The LNP Committee will consist of a minimum of three Parish Councillors, one of whom will be the Parish Council Chairman (or his designate.) Appointments to the Limpsfield Neighbourhood Plan Committee are to be made annually by the Parish Council at the Annual Parish Council Meeting. At its first meeting, following the Annual Parish Council Meeting, the Limpsfield Neighbourhood Plan committee will elect a Chair to preside at its future meetings. The Parish Council Chairman and the RFO may not act as the Limpsfield Neighbourhood Plan Committee Chairman. The quorum of the Committee will be three (3). Suitably qualified volunteers may be coopted to the committee as required.

3. Record of Proceedings

Written minutes will be taken to record the Committee’s recommendations and will be circulated to all Councillors for the next Parish Council meeting. The minutes will be published on the Parish Council website and will also be available through the Clerk.

4. Purpose

To implement, monitor and report to the Parish Council on the implementation of the Limpsfield Neighbourhood Plan, and to recommend strategy and action on all matters relating to the Limpsfield Neighbourhood Plan in accordance with current legislation and best practice.

5. Responsibilities

The Limpsfield Neighbourhood Plan Committee will have the following specific responsibilities:

To review the range of work needed to take forward the implementation projects contained in the LNP, projects that evolve from the LNP and from the Resident Survey carried out as part of the LNP and establish a framework within which the tasks and projects can be taken forward.

To undertake an appraisal of the tasks and projects including an assessment of the resources likely to be available to take the projects forward, liaising with the Finance committee.

To prioritise the work to be done, establish a programme of work and provide guidelines for those undertaking the work.

To agree these priorities with the full Council to gain agreement to the projects and financial resources required to take them forward.

SIGNED BY COMMITTEE CHAIR:	MEETING DATE: 12/5/25
PRINT NAME: Ann Osborn	MINUTE REF: 10.4.4.1