

Lilbourne Parish Council

Lilbourne Neighbourhood Development Plan

TERMS OF REFERENCE AND GOVERNANCE FOR LILBOURNE PARISH COUNCIL NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE

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Contents

1. Name 3
2. Status 3
3. What is a Neighbourhood Development Plan? 3
4. Purpose 3
5. Role 3
6. Membership 4
7. Chair and Officers 4
8. Meetings 4
9. Theme Groups 5
10. Finance 5
11. General Conduct of NDP Advisory Committee Members. 5
12. Public Access to Information 6
13. NDP Advisory Committee relationship with the Parish Council 6
14. Dissolution of the NDP Advisory Committee 6

1. Name

The name of the Committee shall be the Lilbourne Neighbourhood Development Plan (NDP) Advisory Committee.

2. Status

The Lilbourne NDP Advisory Committee is a non-executive body established under Section 102 of the Local Government Act 1972. It reports to the Parish Council and has no delegated decision-making powers.

3. What is a Neighbourhood Development Plan?

Neighbourhood Development Planning was a right introduced by the Localism Act 2011. Allowing communities to shape development in their area.

A Neighbourhood Development Plan becomes part of the statutory Local Plan and is used in determining planning applications. While it cannot be used to block development already allocated in the Local Plan, it can influence where development goes and what it looks like.

4. Purpose

To support Lilbourne Parish Council in the preparation, consultation, and drafting of a Neighbourhood Development Plan that reflects the aspirations and needs of the local community

5. Role

5.1 The role of the NDP Advisory Committee is to carry out the following NDP tasks on behalf of the Parish Council:

5.1.1 Undertake the preparation of an NDP for the designated area of the Parish of Lilbourne.

5.1.2 Utilise external funding secured by the Parish Council and assist with planning, budgeting and monitoring expenditure under the control of the Parish Council.

5.1.3 Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NDP is comprehensive and inclusive.

5.1.4 Identify and implement a wide variety of ways to engage the whole community throughout the process.

5.1.5 Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NDP Advisory Committee, involving additional persons with specific expertise as required.

5.1.6 Be responsible for the analysis arising during the NDP process and the production and distribution of the final report.

5.1.7 Draft policy recommendations and plan content.

5.1.8 To work closely with West Northamptonshire Council throughout the process.

5.1.9 To submit the draft NDP for consultation with the Parish Council, local residents and West Northamptonshire Council.

5.1.10 To secure the endorsement of the Parish Council for the final NDP document.

5.1.11 To prepare the NDP for submission to West Northamptonshire Council.

5.1.12 To ensure the NDP is in general conformity with West Northamptonshire Council's existing Core Strategy.

5.1.13 To ensure the NDP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations now absorbed into UK law.

6. Membership

5.1 The NDP Advisory Committee shall have a minimum of 5 and a maximum of 12 members, including at least one member from the Parish Council.

5.2 The membership and appointments are to be approved by the Parish Council by resolution and membership information included on the Parish Council website.

5.3 The membership is open to residents, business owners and community group representatives.

7. Chair and Officers

6.1 The chair will be appointed by the Parish Council by resolution (as per Section 15 of the Local Government Act 1972)

6.2 The Vice Chair will be elected by the NDP Advisory Committee members.

6.3 The Parish Clerk or designated officer will provide secretarial support to the NDP Advisory Committee.

8. Meetings

8.1 The NDP Advisory Committee shall endeavour to hold a full meeting on average at least every six weeks or more frequently as may be required.

8.2 Meeting dates shall be confirmed at least ten days in advance.

8.3 The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. Members will be expected to have read the papers in advance of the meeting.

8.4 Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.

8.5 The minutes of the meeting shall be produced and circulated to all members within 10 days at most following the meeting, for approval at the following meeting.

8.6 Resolutions shall be decided by a majority of votes, with the Chair having a casting vote if required.

8.7 A minimum quorum of members for the transaction of business is three members, including one Parish Councillor.

8.8 Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.

8.9 The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation.

8.10 The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.

8.11 The NDP Advisory Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are deemed sensitive.

8.12 The NDP Advisory Committee will report to the full Parish Council which will be by minutes of the meetings to be circulated to all Councillors and this will be acknowledged at the next meeting of the Parish Council.

8.13 The Parish Clerk or designated fficer will be responsible for the recording and distribution of the minutes from the NDP Advisory Committee.

9. Theme Groups

9.1 The NDP Advisory Committee may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group.

9.2 The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above, however the need to declare any interest is still required.

9.3 Each Theme Group will comprise at least one member of the NDP Advisory Committee

9.4 The Leader of the Themed Group may co-opt additional members to further the work of the Theme Group.

9.5 The Theme Group may make recommendations, but decisions will be taken by the full NDP Advisory Committee, for ratification by the Parish Council.

10. Finance

10.1 The Parish Clerk or designated officer shall be the secretary and shall maintain a record of all income and expenditure with decisions on financial matters to be referred to the Parish Council for approval.

10.2 The Parish Clerk will maintain a current financial statement which will be available as necessary.

10.3 All transactions attributable to the NDP Advisory Committee must comply with Parish Council financial regulations.

11. General Conduct of NDP Advisory Committee Members.

11.1 Members are expected to conduct themselves when working on the NDP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles).

11.2 Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.

11.3 Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

11.4 Members will ensure that all discussions are inclusive, transparent and non-discrimatory.

11.5 The NDP Advisory Committee may liaise with neighbouring Parish Councils if appropriate and pertinent to assist in the work of preparing the NDP.

12. Public Access to Information

12.1 Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NDP Advisory Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.

12.2 Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.

12.3 The agendas, relevant papers and subsequent minutes of all NDP Advisory Committee meetings will be published on the Parish Council website and available for all members of the public to access.

12.4 Should questions arise from the public, these must be submitted in writing to the Parish Council Clerk, who will seek a response by the NDP Advisory Committee which will be submitted through the Parish Council for agreement before a formal response is provided to the author.

12.5 Questions and their responses my be posted on the Parish Council website and/or newsletter.

13. NDP Advisory Committee relationship with the Parish Council

13.1 Councillors of the Parish Council may serve on the NDP Advisory Committee

13.2 Elected members of West Northamptonshire Council may not serve on the NDP Advisory Committee.

13.3 A standing Neighbourhood Development Plan item shall be included on the Parish Council agenda.

13.4 All decision by the Parish Council regarding the NDP will be formally recorded under that standing item.

13.5 The NDP will report to the Parish Council as referenced at 8.12.

13.6 The final draft of the NDP will be presented to the Parish Council for formal approval.

13.7 Any internal conflict on the NDP Advisory Committee will be referred to the Parish Council for resolution.

13.8 These Terms of Reference and Governance need to be approved by the Parish Council.

14. Dissolution of the NDP Advisory Committee

14.1 Upon successful completion of the NDP process, the NDP Advisory Committee shall be formally dissolved.

14.2 The Parish Council will record the dissolution by resolution at the next available Parish Council meeting.