**EPPING TOWN COUNCIL**

**TERMS OF REFERENCE FOR NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

**PURPOSE**

The Neighbourhood Plan Advisory Committee is to project manage the delivery of the Epping Neighbourhood Plan to an agreed timescale. The group will make operational decisions and decide how to deploy resources allocated to the group for this purpose. The group will report its progress to Council at regular intervals.

**CONSITITUTION**

The Committee, which began as a Steering Group, is constituted as an Advisory Committee of the Epping Town Council. Membership will comprise 5 members of Council and 5 resident stakeholders to be determined by the Advisory Committee. Additional members may be temporarily co-opted to the Advisory Committee for specific purposes. The chair and vice-chair of the Group will be elected members of Epping Town Council.

**QUORUM**

The quorum for the Committee will be 3, of which at least 2 must be members of the Town Council.

**DELEGATIONS**

1. To receive apologies for absence from members of the Advisory Committee.
2. To confirm the minutes/actions and authorise the Chair to sign and present the minutes/actions to Council for confirmation.
3. To receive, consider and respond to public questions or presentations in relation to the functions of the Advisory Committee.
4. To define and set objectives and milestones required to deliver the project.
5. To chart progress of the project against agreed actions and milestones.
6. To identify required resources to achieve objectives and request their allocation from Council.
7. To report on the spending of any resources allocated to the Advisory Committee to Council.
8. To permit operational decisions to be made using electronic consultation with panel members if a decision is required between meetings of the Advisory Committee.
9. To authorise members of the Advisory Committee to act as a spokesperson or representative at meetings or events relating to the delivery of the project as may be determined by the Advisory Committee.
10. To set up working groups for particular parts of the project, who will report back to the Advisory Committee.

Approved: Ordinary Council Meeting 8th December 2015 (Minute #323 of 2015/16)

Reviewed: Annual Council Meeting 9th May 2017

Next review: Annual Council Meeting 8th May 2018