



TODMORDEN TOWN COUNCIL

NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

- Membership:** Five Councillors (from the Development Committee) and Ex-Officio
- Quorum:** Three Town Councillors with voting rights
- Non-Cllr:** Non-councillors can be appointed on this committee in an advisory capacity.
- Meetings:** As and when required
- Accountability:** The Advisory Committee has no delegated powers to act/make decisions on behalf of the Development Committee and/or the full Town Council.
- Membership :** **To be elected annually at the first Development meeting of the Town Council each year or any subsequent meeting of the Development Committee as required.**
- The Mayor **or** Deputy Mayor of the Council shall be ex-officio, a voting member of every Committee
 - Non -Town Council members should include representatives of IntegreatPlus, (Neighbourhood Plan Consultants - as non-voting members).
 - The Chairman and Vice-Chairman are to be elected annually by the Advisory Committee at the first meeting of the year.
- Objective**
- To manage the development of a Neighbourhood Plan for Todmorden convening such meetings as is necessary to meet timelines as required.
 - To oversee the production of a Neighbourhood Plan for Todmorden noting that the area covered by the Plan is the Todmorden Civil Parish, comprising the Wards of Cornholme, Stansfield, Central, Walsden, Langfield and Stoodley.
 - To make recommendations to the Development Committee for decision and or referral to Full Council.
- Scope**
- The Advisory Committee is authorised to:
 - liaise with Calderdale MBC and representatives of Todmorden’s business community and other relevant voluntary/community organisations as and when relevant.
 - Hold consultation events as and when required.
 - Review and amend policies for subsequent agreement by Development Committee.