

## Lowestoft Town Council

### Terms of Reference for the Neighbourhood Development Plan Sub-Committee of the Planning and Environment Committee

1. The Neighbourhood Development Plan Sub-Committee has been established by the Planning and Environment Committee of Lowestoft Town Council.
2. **Duties.** The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Planning and Environment Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.
3. **Meetings.** Meetings are to be held as and when required. This is likely to be weekly
4. **Membership.** The Sub-Committee will consist of no fewer than four councillors. The chair will be elected at the first meeting of the Sub-Committee each council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the sub-Committee. There should be two named Councillors to act as substitutes to ensure that all meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Planning and Environment Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

#### 6. Responsibilities

The Sub-Committee has delegated authority from the Planning and Environment Committee to fulfil the following responsibilities: -

- a. To recommend external consultants to be appointed to work with the Town Council on the development of the plan.
- b. To submit applications to Locality for Grant Funding to support the development of the Neighbourhood Plan.
- c. To request budget provision to meet any shortfalls in grant funding.
- d. To work with the LPA throughout the plan development process in line with the service level agreement provided.
- e. To collect evidence and make recommendations on policies within the Plan.

- f. To consult with the community
  - g. To draft the Neighbourhood Plan to Regulation 14 examination
  - h. To form Working Groups as appropriate to undertake specific projects in relation to the development of the Plan.
  - i. To review its own remit and make recommendations to Planning Committee annually on its Term of Reference.
7. **Climate Emergency** The development and any review of the Council's Neighbourhood Plan shall take account of the Council's climate emergency. Additionally, the Sub-Committee shall ensure that the plan:
- a. Designates sites for trees, renewable energy and nature restoration
  - b. Designates safe walking and cycle routes
  - c. Requires new homes to be energy efficient and nature-friendly and located close to public transport and amenities
  - d. Provides for flexibility on affordable home allocation to accommodate fewer units where units with greater environmental credentials can be developed but at a higher cost