

## **BRAMSHOTT & LIPHOOK PARISH COUNCIL**

### **Terms of Reference for the Liaison Working Party for the Neighbourhood Development Plan (NDP)**

**Final version approved by Bramshott & Liphook Parish Council 27/02/17**

#### **PURPOSE**

The Liaison Working Party of the Parish Council acts as a means of communication between the NDP Steering Group and the Parish Council. It will also ensure that members of the NDP Steering Group and associated Working Parties reflect the principles outlined in the NDP Steering Group Terms of Reference.

#### **PRINCIPLES**

1. The Liaison Working Party will make recommendations to Council to approve members of the NDP Steering Group and Working Parties taking into account Declaration of Interests made by proposed members ensuring that no one group, organisation or business is more represented than another.
2. Ensure that there is a good cross section of volunteers on the NDP Steering Group and Working Parties from under represented sections of the community.
3. Ensure that the members of the NDP Steering Group and Working Parties are representative of different geographical areas of the village including the hamlets.

Resolve, by working with members of the NDP Steering Group, any conflict that should arise amongst members of the Steering Group and if it is deemed necessary refer the matter to the Parish Council for a decision.

#### **MEMBERSHIP OF THE LIAISON WORKING PARTY**

The Liaison Working Party shall consist of 4 Parish Councillors appointed by the Chair of the Council who can attend NDP Steering Group meetings as observers but who will not have voting rights on the Steering Group.

The following shall be members of the Liaison Committee:

Chair of Council (or Vice Chair of Council) who will also be Chair of the Liaison Working Party

Chair of Planning Committee (or Vice Chair of Planning Committee)

Two other Parish Councillors appointed by the Chair of Council

One member of the NDP Steering Group (usually the Chair)

The Chair of Council can appoint alternative Councillors if he/she deems it necessary.

The Chair of any meeting will have a casting vote should there be a split vote.

There should be a quorum of 3 people attending any meeting of the Working Party.