**Bigbury Neighbourhood Plan Committee (BNPC)**

**Terms of Reference approved by Bigbury Parish Council, 14 October 2020**

**Composition:**

This is a committee acting on behalf of Bigbury Parish Council composed of at least two elected members plus a maximum of four members of the community (total six members). The Chair of the committee is appointed by the Bigbury Parish Council and he/she should have a good working knowledge of the Bigbury Neighbourhood Plan and the evidence on which it was based. The Vice-Chair is also to be appointed by the Bigbury Parish Council and should have a good working knowledge of the Neighbourhood Plan.

The members of the committee will also be appointed by the Parish Council following the recommendations of the Chair and should if possible represent different parts of the parish with if possible at least one member from Bigbury on Sea, one from Bigbury Village and one from either St Ann's Chapel, Easton or the northern part of the parish.

The composition of the membership of the committee will be reviewed by the Bigbury Council after a period of 18 months, at the Parish Council meeting in March 2022.

**Membership as approved on 14 October 2020:**

Cllr Valerie Scott – Chair

Cllr Stuart Watts – Vice-Chair

Jill Gubbins

Jo Simes

Simon Bronstein

**Objectives:**

1. To seek to ensure the consistent and comprehensive implementation of the Bigbury Neighbourhood Plan.
2. To seek to engage with the community in achieving the delivery of the Bigbury Neighbourhood Plan.
3. To recommend any amendments or modifications to the Neighbourhood Plan, that may be considered appropriate.

**Tasks:**

* To monitor the Neighbourhood Plan annually and review the Plan and any modification required at least every 5 years following the date of its adoption;
* To provide advice and assistance to the Parish Council in respect of any planning applications to ensure that proper regard is given to the policies of the Neighbourhood Plan;
* To consider and recommend any amendments or modifications to the Neighbourhood Plan to the Parish Council, to consult with the community with regard to any proposed changes and for the Chair or Vice Chair in his/her absence to liaise with South Hams District Council regarding matters arising in this respect;
* To ensure that minutes of any meetings of the BNPC are placed on the Bigbury Community website and in Bigbury News.

**Meetings:**

BNPC will meet regularly, as determined by the Chairperson and according to specific planning needs.

Recommendations on specific planning applications or for amendments to the original Neighbourhood Plan will be reported to Bigbury Parish Council at one of its regular meetings.

NB Parish Council meetings are always open to the public with the opportunity for members of the public to make comments in respect of any planning applications to be discussed.