

## **Neighbourhood Plan Implementation, Monitoring and Review Sub-committee**

### **Terms of Reference**

Committees of the Council shall, at all times, act in accordance with the standing orders of the Council.

#### **Purpose**

- To review the application of the NP Policies by the Planning & Transport Committee and Local Planning Authority in their determination of planning applications so that the objectives of the Policies of the Neighbourhood Plan are delivered in a co-ordinated, cohesive and timely manner.
- To ensure that the Community Aspirations contained within the Neighbourhood Plan are being delivered by the Town Council, working alongside a variety of partners, in a coordinated, cohesive and timely manner.

#### **Roles and activities**

- To monitor progress on the delivery of the Neighbourhood Plan Community Aspirations by each of the Council's Committees, making recommendations to the Council in the timely delivery of the Action Plan as appropriate;
- Prioritise the delivery of the objectives and initiatives of the Neighbourhood Plan. (low, medium and high);
- To monitor the application of the Neighbourhood Plan Policies by the Town Council and the Local Planning Authority in relation to planning applications;
- To review the production of materials, both printed and electronic, used to communicate the annual review of the delivery of the Plan to residents, businesses and the wider community;
- To assist in the production of a detailed annual report for each Annual Parish Meeting;
- To identify any required information for submission to the Local Planning Authority for inclusion in their Annual Monitoring Report;
- To recommend any additional amendments or updates to Policies or Action Points for consideration in any future review of the Neighbourhood Plan;
- To monitor expenditure and produce a report on funding requirements for Town Council prior to annual budget and Precept setting;
- To monitor the overall effectiveness of the Plan in the previous 12 months and the likely implications and impact of the Plan for the forthcoming year;
- To produce a detailed report 'Updates to the Neighbourhood Plan' at each Annual Meeting.

#### **Objectives**

1. To monitor the implementation of the Battle Civil Parish Neighbourhood Plan.
2. To review the Plan and recommend updates if necessary.
3. To provide a brief annual report for Council summarising how the implementation of the Plan is progressing.

*... continued overleaf*

## Specific objectives

### 4. With regard to the *implementation* of planning policies:

- 4.1 Review responses to planning applications made by the Planning & Transport Committee (P&T) with reference to Policies within the Plan
- 4.2 Review any planning decisions made by Rother District Council (RDC) that conflict with P&T's responses
- 4.3 Review changes to the RDC planning process and report on possible impact for BTC

### 5. With regard to *monitoring* projects identified in the Neighbourhood Plan:

- 5.1 Make notes, where possible, of details of dwelling completions, detailing types of dwelling e.g. rented, social housing, shared ownership, affordable housing, no of bedrooms etc.
- 5.2 Make notes, where possible, of the number of permissions granted and implemented for low-carbon schemes
- 5.3 Highlight any potential threats to designated Local Green Spaces
- 5.4 Record the number of new diverse habitats created within the parish
- 5.5 Highlight any potential threats to Battle CP's heritage
- 5.6 Ensure projects listed as Community Aspirations, Section 7 of the Plan, appearing on BTC's List of CIL Projects are being actively considered
- 5.7 Monitor progress of Community Aspirations CIL projects, which have been awarded funding
- 5.8 Monitor progress towards realisation of aspirations not identified as specific projects e.g. those listed as to *lobby for*, *monitor for adequate provision of*, *consider* etc.

### 6. With regard to the *review* of the Neighbourhood Plan to ensure it remains current:

- 6.1 Highlight any changes to national or local policies that impact the Plan
- 6.2 Highlight any changes to the local area
- 6.3 Request annual feedback from RDC regarding the Policies within the Plan
- 6.4 Recommend revisions to Policies and guidance within the Plan if considered necessary

## Membership

- 7. The membership shall be five members agreed by the Planning & Transport Committee and reviewed at its first meeting following the Annual Meeting and at any other time that a vacancy arises.
- 8. The membership shall include three Councillors, including at least one Councillor who was not a member of the Battle CP NP Steering Group, and two non-Councillors, including at least one non-Councillor who was not a member of the Battle CP NP Steering Group.

## Mode of operation

- 9. The Sub-committee shall meet at least four times year.
- 10. The Sub-committee shall report to the Planning and Transport Committee and present a report four times a year on progress in relation to the Sub-committee's objectives.