



HORSMONDEN PARISH COUNCIL

Terms of reference for the Horsmonden Development

Advisory Group

Committee/Liaison Groups are established and confirmed under s.101(2) of the 1972 Local Government Act at the Annual Meeting of the Parish Council which is usually held in May each year, although committees and groups may be established and altered throughout the year using this power as necessary at the agreement of the Council .

The Horsmonden Development Advisory Group (HDAG) is established as an advisory committee under s.102(4) of the 1972 Local Government Act by resolution of Horsmonden Parish Council on 10 January 2024.

Advisory Committee membership and Chair.

- Committee membership is approved at the Annual Meeting of the Parish Council which is usually held in May each year, but may be varied by resolution at a Parish Council meeting and will include the Chair and vice chair of the Parish Council and at least 3 members of the Parish Council, and up to 3 members of the public
- In accordance with Section 102 (3) of the 1972 Local Government Act the advisory group may also consist of non-council members providing they are a member of the Parish of Horsmonden and unless they have been disqualified pursuant to section 104 of the 1972 Act.
- Sections 13 (3) and (4)(e) of the 1989 Act confirm that non-councillor members of advisory committees have voting rights and these will be clarified within the committee's remit
- All non-councillor members of the committee are subject to the council's code of conduct as they are entitled to vote
- The Committee Chair will be elected from those present at the first committee meeting held each year following the Annual Meeting of the Council.

Frequency of Meetings and Quorum

- The Committee will meet at least annually, and as often as considered necessary .
- A quorum of the committee is three members (one of these must be the Chair/vice chair of the PC)

Rules for meetings

- All meetings of the committee will be held in accordance with the rules set out in Horsmonden Parish Council's adopted Standing Orders.

- In addition, the Chair of the committee will provide an update on work and actions at the monthly Parish Council meeting, if the committee has been active that month.

The responsibilities/terms of reference of the Committee

The committee can meet as necessary to discuss and review any matter related to future development affecting Horsmonden Parish and can make recommendations to Full Council relating to these matters.

These terms of reference were agreed by Horsmonden Parish Council on 10.01.2024.