

## Clyffe Pypard Neighbourhood Plan Steering Group

Terms of Reference – April 2018

### **Purpose**

The Clyffe Pypard Neighbourhood Plan Steering Group (the Steering Group) brings together representatives of the Clyffe Pypard Parish Council and Clyffe Pypard parish community stakeholders to manage the production of a Neighbourhood Plan for the parish on behalf of the Clyffe Pypard Parish Council. The Plan should represent the aspirations of residents, following the steps set out in Wiltshire County Council's established process.

### **Membership**

The Steering Group will consist of residents of Clyffe Pypard Parish. Members are appointed by the Parish Council and will include a mix of Members of the Parish Council and volunteers from the community

### **Duration**

The Steering Group will exist until the Plan is made.

### **Role of the Steering Group**

On behalf of the Parish Council the Steering Group will:

- Secure the objective and accurate evidence required
- Consult the community (taking account of the work already undertaken in the development of the Parish Community Plan)
- Develop and agree a vision for the future of planning in the Parish
- Draft a neighbourhood plan based on that vision
- Keep Parish residents and the Parish Council informed of progress

### **Meetings and conduct of business**

The Steering Group will

- Appoint a chair who will convene meetings and ensure that the development of the plan is conducted within the guidelines required by Wiltshire County Council. The Chair will ensure that the County Council's link officer is kept up to date on progress and seek advice from the link officer when necessary.
- conduct its business through meetings, convened by the chair, that should be held at least every 2 months.
- Agree activities through email correspondence between meetings if required.
- Circulate meeting papers and agendas in advance and post them on the Parish Website
- agree meeting records and publish them on the Parish Website.

Members should make every effort to attend meetings, but when they are unable to do so, they may submit representations or comments via e-mail to the other members of the Steering Group prior to the meeting. These can then be discussed by the members present and decisions can be taken accordingly.

Given that a diversity of views about planning will inevitably exist within the steering group, members should make every effort to reach consensus. Where consensus cannot be reached, issues should be referred to the Parish Council for resolution.

### **Community involvement:**

The Steering Group will ensure that the community as a whole is fully involved in the process through community consultation activities and events

### **Activities of the Steering Group**

The Steering Group will:

- Set a measurable and timetabled project plan for the Neighbourhood Plan process
- Agree and publish a schedule for the consultation of the community at appropriate stages to ensure that the information gathered is representative of those living within or those using the area.
- Collect and evaluate objective evidence for current and future housing needs as required by the County Council.
- Collect and evaluate other accurate information which will identify the priorities for future proposals and plans for the area, with specific focus on identifying any local policy to compliment that provided by the Wiltshire Core Strategy
- Analyse and interpret results from community engagement and public consultation activities.
- Ensure that any planning-related documentation complies with Wiltshire Council's statement of Community Involvement (as it relates to Neighbourhood planning) and is appropriate for adoption
- Respond to requests for information and guidance from the community within a reasonable timescale.
- During preparation of the plan, be aware of any development proposals that may come forward.
- Develop a vision for future land use in the parish, based on the aspirations of residents, with a particular emphasis on objectively evidenced housing needs, and construct a draft neighbourhood plan on that basis.
- Identify any land needs and possible supply.
- Ensure that any emerging plan (and its development process) meets the neighbourhood planning process requirements of the County Council.
- Report regularly to the Parish Council (which is the responsible body for this process)