

# **West Dean and West Tytherley Neighbourhood Development Plan Steering Group Terms of Reference**

July 2016

## **Aim of the Group:**

The Neighbourhood Development Plan (NDP) is a joint Plan being prepared for the parishes of West Dean and West Tytherley with Frenchmoor in full consultation with the two Borough/District Councils and the local community. This NDP Steering Group (SG) is a working group of West Dean and West Tytherley Parish Councils who are the qualifying bodies for the preparation of the NDP and to whom the SG will regularly report.

The NDP will be developed under the terms of the Localism Act 2011 which will provide a legal basis for residents to represent the future of their community.

The purpose of the SG is to oversee the preparation of the NDP in order that it will then progress to Independent Examination, a successful Community Referendum and ultimately being accepted in law by Test Valley Borough Council (TVBC) and Wiltshire Council (WC).

The SG will engage the local community to ensure that the NDP is truly representative of the ambitions of both parishes. The SG will gain support for the NDP by ensuring high levels of community engagement throughout the plan-making process.

## **Objectives of the Plan:**

- a. Define and seek agreement from TVBC and WC of the area covered by the NDP.
- b. Set out the vision, objectives, policies and proposals for future development within the defined area.
- c. Protect existing sites of outstanding natural beauty, conservation areas and the overall character and heritage of the two parishes.
- d. Ensure that a wide range of social, economic and environmental issues are taken into consideration.
- e. Ensure it forms a clear basis for any future development of housing (including 'affordable' housing and houses for the elderly).
- f. Ensure it supports existing and prospective businesses and jobs in the community.
- g. Protect or provide open spaces for recreation.
- h. Provide an appropriate vision of supporting roads and transport needs.
- i. Ensure that the environmental needs, including water control, flood avoidance and sewage disposal, are appropriate to the plan.
- j. Consider new and innovative ways of conserving/providing energy not least with any building proposals to meet the plan.
- k. Ensure that modern communications (broadband, telephone, satellite) with a capacity to keep up with technological developments are fairly provided to the whole community.

**It is important to note that this list is not in priority order and does not mean necessarily that there will be new policies in the plan on the issues outlined. Further issues may be subsequently identified that are relevant to the NDP but not listed above.**

## **Working Groups**

The SG will establish working groups, made up of volunteers from the community, to help develop specific part(s) of the NDP. Each working group should have terms of reference, have a lead person agreed by the SG and include one member from the Steering Group. Members of the community will be encouraged to participate in the process at all stages.

The Working Groups will prepare and feed into the Steering Group the evidence necessary for the sound preparation of the NDP. Initially **four** working Groups will be formed ensuring that every objective listed on page 1 above is covered by at least one of the groups:

- a. **Environment and Landscape** to protect and enhance our natural, built and historic environment while promoting the vitality of our residential areas.
- b. **Planning and Development** to drive and support sustainable economic development which delivers the homes, businesses and infrastructure to meet local needs.
- c. **Facilities and Services** to improve health, social and cultural wellbeing for all and ensure facilities and services are in place to meet local needs.
- d. **Transport and Movement** to create safe and secure, uncluttered highways which minimize conflict between traffic, pedestrians, cyclists and equestrians while encouraging the best use of public transport.

### **Key elements/criteria applicable to each working group are:**

- Identify specific sites for development
- Identify specific requirements for pieces of land
- Identify areas to protect from development
- Identify buildings and land to be protected from change of use
- Reserve areas for certain uses
- Identify qualifying conditions for any proposed developments
- Take into account existing Conservation areas and Settlement boundaries
- The NDP cannot be in conflict with current TVBC and WC Local Plans

## **Communications**

A complementary Communication Strategy Document will be drawn up covering both internal and external communications. SG and working group communications outside of meetings will be conducted primarily by Email, copying all members wherever possible.

A website will be established for depositing all documents and records to which the public will have access. Control arrangements for this should be identified and promulgated.

Record of the SG and working groups' activities (Data, Correspondence and minutes of meetings - both closed and in open forum) should be kept by the Secretary with help from members of the SG and the Working Groups.

Notices to the community will be through the local web sites such as Friends of West Dean and The Tytherley News, shop, local/church newsletters and in accordance with the Communication Strategy Document. Social media such as Facebook will also be used.

Full account must be taken of parishioners unable to access/use modern IT systems.

## Governance

The SG is governed by the processes of the Parish Councils and will seek consensus within the committee on decisions but if agreement cannot be found on specific issues then direction should be sought from the Parish Councils, TVBC and WC as appropriate. The SG must keep in mind that the final NDP is decided by referendum and thus the group must provide facts and implications for draft proposals rather than dictate outcome in a biased way.

The SG has full delegated authority from the Parish Councils to deliver the NDP. The Group will report [monthly] to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft NDP prior to publication for consultation and independent examination.

The plan-making process remains the responsibility of the Parish Councils as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Councils with appropriate recognition of the Parish Councils' position given in all communications associated with the project.

## Changes to the Terms of Reference

This constitution may be amended with the support of at least ( two-thirds) of the current membership at a Steering Group Meeting and with the approval of both Parish Councils.

## Dissolution

The SG will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the Parish Council, consider its services are no longer required.

The SG will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of the Parish.

## Key documents

The following will be presented to the full Parish Council for approval / ratification:

- Terms of Reference including SG membership
- Project Timetable
- Draft and amended budgets
- Proposed scope of the Plan
- Drafts of the Plan and the final submission version

Approved by:

West Dean Parish Council: .....

*A. W. [Signature]*

Date: *20th July 2016*

West Tytherley Parish Council: .....

*CRSEV [Signature]*

Date: *18.07.16*

**Appendix 2**

**DECLARATION OF INTERESTS FORM  
WEST DEAN AND WEST TYTHERLEY PARISH COUNCILS (“THE Council”)  
Code of Conduct for Members**

I, ....., as a member of the Council’s Neighbourhood Plan Steering Group have set out below my interests including those of my spouse or partner, in accordance with the Council’s Code of Conduct for Members.

**Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

Myself	My spouse or partner

**Contracts**

Any contract which is made between me or my spouse or partner (or a body in which I have a beneficial interest) and the Council named above:

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

Myself	My spouse or partner

**Land**

Any beneficial interest in land which is within the area of the Council named above.

Beneficial interest could include land or property which you own, or have a right to occupy (e.g. a tenancy) or receive an income from. This will usually include your home address.

Myself	My spouse or partner

**Licences**

Any licence (alone or jointly with others) to occupy land in the area of the Council named above for a month or longer.

Myself	My spouse or partner

**Gifts and Hospitality**

Any gift or hospitality which I have received in my capacity as a member of the Steering Group with an estimated value of at least £50

Myself	My spouse or partner

Signed..... Date.....