

## Neighbourhood Plan Steering Group Terms of Reference

*'Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.'*

Government guidance on Neighbourhood Planning<sup>1</sup>

### 1. Introduction.

- a. Amport Parish Council (APC, or Council) is the qualifying body for the purposes of preparing the Neighbourhood Plan (NP) and has agreement and support from Test Valley Borough Council (TVBC) for the preparation of a Neighbourhood Plan<sup>2</sup>, the purpose of which is to articulate a shared vision for the neighbourhood.
- b. Legislation requires that NPs meet several basic conditions to ensure they are legally compliant and take account of wider policy considerations. They also must have regard to national planning policy and advice contained in the National Planning Policy Framework, contribute to the achievement of sustainable development and be in general conformity with strategic policies in the development plan for the local area (in this case, TVBC's Revised Local Plan<sup>3</sup>).
- c. A Steering Group (NPSG) has been established to develop and deliver the NP. These terms of reference set out the aim, composition, and objectives of the NPSG.

2. **Purpose of the NPSG.** The NPSG's purpose is to engage with the Parish's community and prepare a Neighbourhood Plan that can be submitted for a vote at a local referendum of the Parish's community. The NPSG has full delegated authority for the preparation of the NP within agreed budgets, up to and including the publication of APC's final draft NP prior to submission to the local planning authority (TVBC).

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<sup>1</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2#what-is-neighbourhood-planning> (6 Mar 14)

<sup>2</sup> TVBC Pp11\_20 dated 18 Feb 22.

<sup>3</sup> TVBC Draft Local Plan 2040, dated Feb 22. [TVBC Draft Local Plan 2040](#)

3. **Objectives.** The objectives of the NPSG are to:
- a. Plan and deliver the Neighbourhood Plan for approval (or otherwise) to the community at a referendum of the Parish. A draft of the NP should identify options in respect to the key issues, so that the NPSG can – in consultation with the local community – determine the best approach.
  - b. Engage with as many in the community as possible and understand their perspective on the vision for the development and growth of the Parish, through as many methods of communication as is feasible (meetings, local forum, social media, hard copy communications, email and so forth).
  - c. Evidence the views of the community, to support verification of any Plan that might be established, for example through the conduct of a survey.
  - d. Coordinate the preparation of the NP with APC, TVBC, and an independent who might be tasked with reviewing the NP.
  - d. Oversee the support of a specialist planning contractor.
4. **Composition.** The NPSG is to comprise the following voting members:
- a. *Chair* (a member of APC, that reports directly to Council).
  - b. *Community representatives* for each of: Amport village; Weyhill (parts that are in the Parish); East Cholderton village and the 'pan handle' towards Cholderton.
  - c. A *Secretary* to coordinate and record the actions of the NPSG.

A quorum will comprise three voting members.

5. **Other Support.**
- a. A *planning consultant*<sup>4</sup> will provide specialist support to the NPSG.
  - b. *Specialists* in: community/housing/heritage; education; environment/green spaces; economy/business/retail; highways/transport; and photography as required to support development of the NP.
  - c. Representatives from special interest groups might be invited to attend the NPSG as the Chair agrees.
  - d. – Working Groups for each of the three main areas in the Parish, chaired by a member of the NPSG and resident of that area, will establish the community's perspective and detailed options and requirements of each area and inform the work of the SG. WGs will be supported by the NPSG and the planning consultant.

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<sup>4</sup> Initially from *Bluestone Planning*.

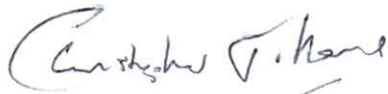
6. **Meetings.** The NPSG will meet at least quarterly, perhaps more frequently as agreed by the Chair.

7. **Code of Conduct.** The NPSG members will be volunteers from the community and must follow a code of conduct to ensure the NPSG operates properly and can fulfil its purpose and objectives. NPSG is responsible for the Parish community as a whole and the NP is to represent their collective expectations. The members of the NPSG will operate to the Chair under the following principles:

- a. Work with mutual trust and respect and combine their expertise.
- b. Be clear and open about when their individual roles or interests are potentially in conflict with wider aims and objectives of the NP.
- c. Bring to the NPSG their community's concerns and interests and provide feedback from the NPSG to members of the community or organisation they represent.
- d. Support the effective and efficient operation of the NPSG, through timely responses to communications and by notifying the Chair of they are unable to continue to fulfil an obligation they volunteered for.
- e. Act on behalf of the wider Parish community and represent NPSG with dignity, courtesy and respect, regardless of age, gender, sexual orientation, ethnicity, or religion and belief.
- f. Actively promote equality of access and opportunity.

8. **Reporting.** The NPSG reports directly to APC, through the Chair. A record of each formal meeting of the NPSG is to be circulated by the Secretary within 7 days of the meeting and approved at the next NPSG meeting. The approved record is to be provided to Council for information.

Signed:



Date:

17 July 21