Burghclere Neighbourhood Plan Review Steering Group-Terms of Reference

Context

- Burghclere Parish Council is undertaking a review of the Neighbourhood Plan in response to the revised National Planning Policy framework and the potential for an increase in housing numbers allocated to the Parish. The review will address the future development needs of Burghclere Parish, conforming to the policies set out in Basingstoke and Deane Borough Council's Local Plan 2011-2029, the National Planning Policy Framework (NPPF) and Localism Act 2011.

- To undertake this task the Parish Council has directed that a Steering Group (SG) be formed to research and develop a Neighbourhood Plan review for independent examination, possible community referendum and ultimately adoption by Basingstoke and Deane Borough Council as a planning policy document.

Tasks

- Propose a timetable for the project and identify associated costs.
- Establish future housing, business and infrastructure needs of and policies for the Parish, taking into account extant policies, and having regard for wider social, economic and welfare considerations.
- Identify additional sites for development in line in the requirements stipulated in the Local Plan and NPPF including sites that may be suitable for further development.
- If required, conduct a sustainability assessment to support the Neighbourhood Plan if required, including Strategic Environmental Assessments (SEA) or Habitat Regulation Assessments (HRA).
- Undertake comprehensive analysis and evidence gathering to support the production of the review and any decisions arising.
- Apply for funding and manage the delegated costs of the project.
- Present a draft Burghclere Parish Neighbourhood Plan review to the Parish Council for ratification
- Support the Parish Council in taking the review through independent examination and referendum (if required) to final adoption by Basingstoke and Deane Borough Council.

Engagement

To achieve the above tasks the SG is to:

- Engage and consult the local community as widely as possible to ensure the review is truly representative of the views and ambitions of parishioners.
- Liaise with Basingstoke and Deane Borough Council, developers, adjoining parishes and other relevant authorities and organisations to ensure the review is effective and realistic.
- Have regard to relevant national policies, and be in conformity with strategic policies of Basingstoke and Dean Borough Council, EU, and Human Rights legislation.

Membership

The Steering Group membership will comprise volunteers from the community, including Parish Councillors.

Reporting

- The Steering Group is to report to the Parish Council.

Approved by Burghclere Parish Council on 3rd March 2025

- The Parish Council is responsible for the supervision of the work of the Steering Group and the delivery of the Neighbourhood Plan review.
- Progress made by the Steering Group is to be noted in the Parish Council Minutes, accessible via the Burghclere Parish Council website.
- All publications, consultation and community engagement will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position in all communications associated with the project.

Meetings

- The Steering Group will meet as required.
- Records of decisions are to be kept and reports made to the Parish Council monthly.

Working Groups

- The Steering Group may establish working groups, made up from volunteers in the community to assist in any Neighbourhood Plan-related work. Each working group is to have a representative from the Steering Group or Parish Council.

Finance

- All grants and funding will be applied for and held by the Parish Council. Such funds may only be spent on Neighbourhood Plan activities.
- The Steering Group will submit details of planned expenditure and seek approval from the Parish Council.

Conduct

- All Steering Group members are expected to abide by the principles and practice of the Parish Council Code of Conduct.

- All Steering Group members must declare any personal interest that may be perceived as being relevant to the decision or recommendations made by the group. These may include membership of an organisation, ownership of interest in land or business or any other matter likely to be relevant to the work of the group.

- The Steering Group will adhere to the following principles:
- All will be treated with dignity, respect and courtesy regardless of age, gender, sexual orientation, ethnicity, religion or belief.
- Equality of access and opportunity will be promoted.
- Be clear and open when individual roles or interests are in conflict.

Changes to the Terms of Reference

- These Terms of Reference may be amended with the support of the membership of the Steering Group subject to approval of the Parish Council.

Dissolution

- The Steering Group will be dissolved once its tasks have been met and/or when the Parish Council considers its services are no longer required.

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