



## SHERFIELD ON LODDON PARISH COUNCIL

### Terms of Reference for the Planning working party for the Neighbourhood Plan (NPWP)

Sherfield on Loddon Parish Council has agreed to draw up a Neighbourhood Plan, and has agreed with Basingstoke and Deane Borough Council the neighbourhood area, which is the whole of the Parish.

Neighbourhood Planning, introduced through the Localism Act 2012, gives the community the opportunity to decide what it wants in the future for the benefit of the Parish covering Housing, Environment, Community and Recreational Facilities, Economic Expansion and Infrastructure Requirements.

To this end, the Parish Council has set up the Planning working party for the Neighbourhood Plan (NPWP) to research, develop and make recommendations with a view to establishing a Neighbourhood Plan addressing the future needs of the Parish of Sherfield on Loddon.

The membership of the NPWP has been formed from current Parish Councillors and local members of the community who can bring value to the project as approved by the Parish Council. In addition, the NPWP will be supported by representation from Basingstoke and Deane Borough Council. The NPWP may also co-opt further representation from any other person or organisation that is likely to bring additional benefit to the project providing this has been agreed by Sherfield on Loddon Parish Council. Details of any assistance offered by such parties must be declared publicly and should not be seen to compromise the integrity of the plan process.

All members of the NPWP must declare any personal interest that may be perceived as being relevant to the decisions or recommendations made by the sub-committee. This may include membership of an organisation, ownership of interest in land or business or indeed any other matter likely to be relevant to the work undertaken by the NPWP.

The NPWP is responsible for reporting to the Parish Council's Planning Committee including on-going budgetary implications associated with the project. Allocation of funds to the project has to be approved by Sherfield on Loddon Parish Council.

The Parish Council will forward communications relevant to Neighbourhood Planning to the NPWP.

The principal objective of the NPWP is to prepare the Neighbourhood Plan for Sherfield on Loddon Parish Council. This may involve a number of draft stages with incorporation of amendments as a result of feedback from the on-going consultation process. In the preparation of the Plan, the NPWP should:

- Take note of the advice and assistance provided by specialist consultants concerning the content, processes, consultees, assessments, regulations, policies and necessary documentation in the Plan
- Identify the steps in the process and manage their implementation and costs using common project management tools and a Project Plan
- Take note of the future housing and business needs of the Parish where these can be established

- Develop policies to inform the future development and use of land in the area, including Infrastructure policies that go hand in hand with development
- Include in the Plan non-land orientated projects that are of importance to the community that may be identified through Community Engagement
- Maintain a comprehensive evidence base to support the Neighbourhood Plan Policies through Community Engagement and research, including communication with Parish Councillors, Basingstoke and Deane Council Officers and Hampshire County Council Officers
- Ensure that there is an on-going programme of communication and consultation with the parish community, Basingstoke and Deane Borough Council, adjoining parishes and other key third parties.

It should be noted that:

- Recommendations made as a result of Community Engagement shall be referred back to the Parish Council for decision making, such that the Draft Neighbourhood Plan when presented should have the full backing of the Parish Council and not the NPWP alone.
- The NPWP shall not have the power to exercise on behalf of the Parish Council any authority, nor to incur expenditure without prior authority from the Parish Council.
- Members of the public may attend meetings of the Neighbourhood Plan Working Party and may also speak at Parish Council meetings during Public Participation.

These Terms of Reference will be reviewed continually during the life of the project and relevant amendments will be made following either recommendation by the NPWP to the Parish Council or directly by the Parish Council.

Revised May 2017