

# Terms of reference for the Neighbourhood Development Plan (NDP) Steering Group

16 June 2016

## Authority

The Steering Group is appointed by, and is responsible to, Sherfield English Parish Council,. The NDP Steering Group's responsibilities are defined and agreed by the full Council. The full Council may at any time modify those responsibilities.

## Conduct

The Steering Group will be governed by the Standing Orders and Financial Regulations of the Parish Council, and work in accordance with the requirements and guidance of the Test Valley Community Planning Toolkit.

## Expenditure

A detailed record of expenditure shall be kept and reported promptly to the Full Council. Expenditure may not exceed available grant funding unless approved by the full Council.

## Meetings

Meetings are to be held approximately 6 weekly as an adjunct to Parish Council Meetings, and additionally as required on an *ad hoc* basis.

## Membership

The Steering Group will consist of the current Chairman or Vice-Chairman of the Parish Council, at least one other Parish Councillor, the past Coordinator of the Village Design Statement (VDS) and any other village residents that the Steering Group wishes to co-opt. The Steering Group Chairman, for any meeting which is not an adjunct to a full Parish Council meeting, shall be the past VDS Coordinator, or when he is not present a Steering Group member to be elected by those present.

## Records of Proceedings

The findings of *ad hoc* Steering Group meetings shall be presented in a written report to the Parish Council, with any material decisions ratified at the next full Council meeting.

## Responsibilities

The Steering Group is responsible for:-

- Carrying out the research required to provide evidence of community engagement.
- Seeking adequate grant funding for their work.
- Drafting a Neighbourhood Development Plan which reflects the views of the community.
- Ensuring that the NDP will be compatible with the Village Design Statement and the Parish Plan.
- Engaging with the borough council to ensure the plan drawn up meets the statutory guidelines and is in accordance with the Test Valley Borough Plan 2011-2029.
- Making recommendations to the Parish Council with regard to actions required by the full Council.

By order of the Sherfield English Parish Council

Chairman

Date

*ToR approved by TVBC, 19 June 2016  
(ref. Marianne Piggin)*