Steering Group (SG) Terms of Reference

Upper Clatford Parish Council (UCPC) – Review and Update of Neighbourhood Plan

1. Purpose

a. The main purpose of the Neighbourhood Development Plan Steering Group (NDPSG) is to review and update the "Made" Neighbourhood Development Plan (NDP) for UCPC.

b. The NDPSG will work with the UCPC, local community, and Test Vallet Borough Council (TVBC) to ensure that the revised Plan represents the ambitions of UCPC. The Group will be responsible for ensuring community engagement.

2. Principles

a. That the SG will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from across the community.

b. All recommendations shall be evidenced and supported through consultation with the local community

3. Roles and Responsibilities

In order to achieve this, the NDPSG will carry out the following roles:

a. Be accountable for management of the NDP Review for Upper Clatford;
b. Produce, monitor and update a budget and project timetable;
c. Produce a consultation and engagement strategy, ensuring the public will be engaged in the process by consult as widely and thoroughly as is reasonably practicable to ensure that the draft and final NDP Review is representative of the views of residents, through evidence gathering from parishioners to support the draft changes and additions in the NDP Review;
d. Identify appropriate sources of funding both from within UCPC funds and if required, via external grants;
e. Regularly report back to the UCPC for endorsement of decisions taken;
f. Agree, subject to ratification by the UCPC, a final draft of the updated NDP to go forward to Reg 14 Consultation;
g. Liaise with TVBC to coordinate the implementation of Reg 16 Consultation and Examination process if required;

4. Membership

a. The NDPSG will be made up of Parishioners and include representatives of UCPC.

Organisation	SG Member	Organisation	SG Member
UCPC	Charles Eyre	Parishioner	Fiona Lewis
UCPC	Richard Bennett	TVBC – HNS support	Claire Jenkins
UCPC	Rob Hawkins	TVBC – NDP Support	Sarah Hughes /Tim Goodrich
UCPC	Richard Hydes	TVBC – Community Liaison	Michelle Penn
Parishioner	Holly Folkard Tapp		

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5. **Decision Making**
   a. The NDPSG has authority from the UCPC to deliver a draft Revised NDP for Reg 14 consultation. The UCPC will approve the Draft Revised NDP prior to publication for Reg 16 consultation and independent examination.
   b. The Group will report monthly to the UCPC on progress on its work.
   c. The review process remains the responsibility of the UCPC as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the UCPC with appropriate recognition of the UCPC's position given in all communications associated with the project.

6. Meetings and Decisions
   a. NDPSG will have monthly meetings normally in the week prior to UCPC council meetings.
   b. Minutes of NDPSG meetings shall be made publicly available on the UCPC web site.
   c. Decisions made by the NDPSG should normally be by consensus at SG meetings with each member having one vote. A minimum of 3 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion.
   d. If members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided