

Rowlands Castle Neighbourhood Plan

11 The Green, Rowlands Castle, Hampshire PO9 6BW
Tel: 02392 413044 and Email: projects@rowlandscastlepc.org.uk

TERMS OF REFERENCE

(Amended to reflect a minor change agreed by RCPC on 5 February 2018)

Neighbourhood Planning and Neighbourhood Plans, also called Neighbourhood Development Plans, were introduced by the Localism Act of 2011. Rowlands Castle Parish Council (RCPC) decided on 23 March 2017 to proceed with the preparation of an NP for the Parish and subsequently set up a Steering Group at a public meeting on 15th May 2017 to prepare a draft Neighbourhood Plan (NP) for RCPC's consideration. This document sets out the Terms of Reference under which the Parish's Neighbourhood Plan Steering Group (NPSG) will operate.

1. Membership

The NPSG shall consist of up to ten members, residents of Rowlands Castle Parish, including up to three Rowlands Castle Parish Councillors. The original members of the NPSG volunteered and were selected at a aforementioned public meeting, as was the NPSG's Chairman. New (replacement) members may be proposed by RCPC and/or NPSG and will be appointed by the NPSG.

Subject to approval by RCPC, the NPSG may also co-opt additional non-voting members who may or may not be residents of the Parish.

2. Officers of the NPSG

An Administrative Co-ordinator responsible for the administration of the NPSG has been appointed by RCPC as a non-voting, supernumerary member of the NPSG.

The NPSG shall review, at least annually, and (where appropriate) confirm the appointment of the following officers from its membership

- Chairman
- Finance Officer
- Such other officers as it considers necessary

3. Objective

The Objective of the NPSG is to prepare a draft NP for the Parish of Rowlands Castle, for submission to RCPC, so that RCPC (as qualifying body and after approving it) may submit it to the relevant local planning authorities: East Hampshire District Council (EHDC) and South Downs National Park Authority (SDNPA).

The NPSG may be directed by RCPC at any time to make modifications to the Plan, including modifications to satisfy requirements raised by any of the bodies which comment on the NP after it has been submitted to RCPC.

The NP must conform to national planning legislation and the relevant planning policies of EHDC and SDNPA, and shall identify the planning policy priorities of the local community, taking into account all representations made during the plan-making process.

In addition to the NP, which will be a statement of policies and requirements to meet the Parish's development aspirations, a separate Plan may be prepared which sets out the aspirations of the Parish for development or other matters which fall outside the scope of the NP. This additional Plan may include, or be supported by, an appropriate delivery plan.

4. Process

The process used by the NPSG to achieve its objective shall be governed by the following requirements, constraints and guidance:

- a) The NPSG shall develop a project plan which fully sets out the steps, the resources required and the timing for producing the NP.
- b) The NPSG shall hold regular meetings to monitor progress against the project plan, which shall be revised whenever necessary.
- c) Reports on progress and expenditure shall be submitted every two months to a meeting of RCPC by the Chairman or an NPSG member who is a Parish Councillor.
- d) The Chairman will preside at meetings of the NPSG. In the absence of the Chairman, those members present shall select one of their number to preside. Three voting members shall form a quorum; voting shall be by show of hands and decisions made by a majority of those present and voting. Each member will have one vote with the presiding Chairman/member having an additional or casting vote.
- e) The NPSG shall take full account of the work carried out for the Rowlands Castle Parish Plan, Village Design Statement and Local Landscape Character Assessment and pay full regard to the Rowlands Castle Neighbourhood Plan Scoping document produced by RCPC.
- f) The NPSG shall liaise with the Clerk of RCPC as necessary. In particular the Finance Officer shall ensure that NPSG operates within the budget allocated by the Parish Council which may include funds received from other bodies.
- g) The NPSG shall take due note of the Guidance on Neighbourhood Planning issued by the Department for Communities and Local Government:
<https://www.gov.uk/government/publications/neighbourhood-planning>
- h) The NPSG shall ensure that it is aware of the views of the Rowlands Castle community by means of regular communication, as set out in the project plan and that the NP appropriately reflects those views.
- i) The NPSG shall establish such working parties as it considers necessary, defining their terms of reference and reporting requirements. Each working party shall include at least one NPSG member and may include residents of the Parish or elsewhere who are not members of the NPSG.
- j) The NPSG may consult other organisations or individuals which it identifies as having relevant interests, powers, duties, or skills. In particular it shall maintain contact and consult regularly with EHDC and SDNPA.
- k) The NPSG shall comply with RCPC's Code of Conduct and with such of its Standing Orders as the Clerk to the Council shall identify.
- l) These Terms of Reference will be kept under regular review by both the NPSG and RCPC.

5. Completion of Task

The task of the NPSG shall be completed when the community referendum on the NP has been completed. The NPSG shall thereupon be dissolved.