

---

**BURCOT AND CLIFTON HAMPDEN****NEIGHBOURHOOD DEVELOPMENT ORDER STEERING GROUP (NDO SG) TERMS OF REFERENCE****Revised February 2021**

These revised TORs are the draft version submitted to the Parish Council on 25<sup>th</sup> February for adoption. They will be finalised once adopted.

**Background**

In 2013, the Parish Council of Burcot and Clifton Hampden decided to write a Village Plan, and in 2014 conducted a village plan survey. The results of the survey were analysed and published in the Burcot and Clifton Hampden Village Plan 2015 (<https://cliftonhampden.org.uk/wp-content/uploads/2020/04/CH-village-plan-2015.pdf>).

Through the Village Plan, residents expressed a desire for the village to grow and thrive, sustain its amenities, and carry out a range of improvements to the built infrastructure of the village and for other community led activities. By the end of 2016, many of desired benefits had already been realised, e.g.:

- Faster Broadband, delivered by BT upgrading their existing infrastructure, and the introduction of the Gigaclear system.
- A new children's playground on the Recreation Ground
- Community activities, e.g., Village Fete, Village Dance
- Traffic calming in Burcot.

However, many of the desired improvements require planning permission:

- A new Surgery
- A new Community Centre, combining the existing village hall and facilities on the Recreation Ground.
- More housing
- Cycle paths
- Additional Parking

It was therefore decided to develop a Neighbourhood Plan, and to launch this initiative at the Annual Village Meeting on 24 May 2017. (<https://cliftonhampden.org.uk/wp-content/uploads/2020/04/2017-Village-Meeting-Neighbourhood-Plan-Launch.pdf>).

The Neighbourhood Plan is being developed through a Neighbourhood Plan Steering Group (NPSG), which replaced the Village Plan Committee that hitherto managed the development and subsequent analysis of the Village Plan.

The Neighbourhood Plan area was designated by South Oxfordshire District Council (SODC) on 26 September 2014. The map of the designated area can be found here ([http://www.southoxon.gov.uk/sites/default/files/2014-07-10%20Clifton%20Hampden%20A3%20%20june%202014\\_1\\_1.pdf](http://www.southoxon.gov.uk/sites/default/files/2014-07-10%20Clifton%20Hampden%20A3%20%20june%202014_1_1.pdf))

Following the launch of the Neighbourhood Plan in 2017, extensive consultation was undertaken with the Local Planning Authority, SODC, to agree the policy basis by which the NP could include site

---

allocations, which hitherto had been assumed. It became clear following a meeting with SODC officers in July 2017 that there is no policy provision by which the NP could make site allocations, given the status of the parish as ‘washed over Green Belt’, and no justification for removing the village from the Green Belt.

In a series of subsequent meetings with SODC, an option to bring forward development under a NDO gathered momentum and support, leading on 16 Jan 2019 to a joint (with SODC officers) workshop to consider spatial options. A submission for pre-application advice was made on 19 Feb 2019, on the basis that development might be brought forward through a Neighbourhood Development Order (NDO)/Community Right to Build Order (CRtBO). In their response, SODC indicated that this approach was possible.

As a result of the pre-app advice, three significant decisions have been taken:

- The NP will cover planning policy, but not site allocations.
- Development will be brought forward under a Neighbourhood Development Order, with its own Neighbourhood Development Order Steering Group (NDO SG).
- The community will establish a Community Land Trust, to be the recipient of any assets transferred into village ownership as a result of the NDO.

### ***Objectives of the Neighbourhood Development Order Steering Group***

The overriding principle is that a Neighbourhood Development Order is community led. The NDO SG’s purpose is to oversee, on behalf of the Clifton Hamden and Burcot Parish Council, which is the Qualifying Body, the preparation of a Neighbourhood Development Order so that it can progress to Independent Examination and a community referendum and ultimately, if the referendum result is in favour, be approved by South Oxfordshire District Council.

The target for presenting the NDO for independent examination is now Autumn 2021, with a referendum at the end of 2021 or as soon as possible thereafter taking account of national and district policy on the conduct of elections and referenda under COVID-19 conditions.

The preparation of the NDO will be in parallel with the development of the Neighbourhood Plan (NP) with the aspiration of submitting both NDO and NP for independent examination and referendum simultaneously.

The NDO is, in effect, a planning application ‘owned’ by the Parish Council but prepared as a joint venture between the Parish Council and the key stakeholders, namely the landowner, the development partner, the GP surgery, and the school, all of whom will derive benefit from the project. The NDO is in effect the ‘solution’ to meeting the built development needs expressed in the 2015 Village Plan, and the strategic objectives of one parish, two villages with shared amenities, community growth and sustainability set out in the Neighbourhood Plan.

### ***Responsibilities of the NDO SG include:***

- Provide strategic management of the Neighbourhood Development Order
- Management of the financial structure
- Produce, monitor, and update a project timetable.

- Consult as widely and thoroughly as is possible to ensure that the draft and final NDO balances the respective views of all relevant parties, leading to the production of the Statement of Community Engagement to be included in the Regulation 21 statutory consultation.
- Regularly report back to the Parish Council, highlighting key decisions that have been taken.
- Report progress to the community.
- Commission the technical reports, environmental impact assessment, surveys, architects design, traffic, highways access etc required as part of the NDO production process.
- Identify sources of funding.
- Liaise with relevant authorities and organisations to ensure the NDO complies with all relevant planning policy and can progress through consultation to independent examination to referendum with maximum support.

### **Membership**

Membership of the NDO SG is by invitation only.

The NDO SG chair and vice-chair will be appointed by the Parish Council. If these positions should become vacant, the Parish Council will appoint alternatives.

Other members are appointed by the NDO SG.

Roles on the Steering Committee as of February 2021 are set out in the table below. The register of incumbents as at February 2021 is set out in the table at Appendix 1. Revisions to Appendix 1 as they arise will be recorded in the minutes, without need to amend the TORs themselves.

Role	Particular Responsibility
Chair (Community Member)	Overall responsibility for the efficient and effective management of the NDO Steering Committee, accountable to the Burcot and Clifton Hampden Parish Council. Project Planning Applications for grant funding Liaison with Locality for Technical Support Community presentations and materials Secretariat
Vice Chair Ex officio member - chair of the parish council (Community Member)	Ensure the NDO remains aligned with the objectives set by the Parish Council. Update the Parish Council on progress with the NDO. Community lead into the Financial Agreement (between community, landowner, development partner, GP Surgery, SODC)
Landowner	Provide the Land (Subject to contract) Provide Landowner input to the NDO development process. Landowner lead into the Financial Agreement (between community, landowner, development partner, GP Surgery, SODC)
Landowner's professional advisor	Provide professional advice on land management on behalf of the landowner
Development Partner	Technical Author of the NDO Commissioner, on behalf of the NDO SG, of technical reports, environmental impact assessment, surveys, architects design, traffic, highways access etc required as part of the NDO production process. Undertake the development approved under the NDO (subject to contract)

Role	Particular Responsibility
	Developer lead into the Financial Agreement
GP Surgery (2 nominated partners)	Provide GP Surgery perspective into the NDO development process. 'Own' the surgery requirements and the Surgery once built (subject to contract). Surgery lead into the Financial Agreement
Member (Community Member)	Provide School perspective Community Liaison
Member (Community Member)	General planning and legal experience Community Liaison
Member (Community Member)	Community Liaison

The NDO SG will be between 8 and 12 people. A balance of skills, which will be identified from time to time, will be sought among the members.

Members of the community may volunteer to join. The NDO SG may also advertise for new members should an existing member leave and need to be replaced, or the need for specific expertise becomes apparent.

Potential new members will be interviewed. They will only be considered if they have the necessary skills and experience currently being sought. New members must be willing to make a commitment to see the NDO through to adoption and into implementation, i.e. about 2 years. This policy will be reviewed if the NPSG becomes too unwieldy to manage. (Unwieldy is meant in a general broad sense of being unable to function efficiently and effectively to achieve its purpose).

Professional advisors to the NDO SG e.g., planning consultants, architects etc will not be members, but invited to meetings as required as 'in attendance'. A member may delegate their responsibilities and decision rights to an appointed professional adviser.

The Parish Council have the right under their Standing Orders to remove an individual from the steering group should the chair or vice chair request this..

Members of the community will be co-opted to help as required, e.g., a design team to work with the architect, leaflet distribution etc.

Members of the community may also be invited by the NDO SG to attend and participate in meetings if they have a particular interest in the matters being discussed, e.g, residents that have contiguous properties and the NDO SG would like to hear their views on proposals.

### ***Meeting Arrangements***

NDO SG meetings are expected to take place monthly. This frequency will be adjusted as required, e.g., in the run up to consultation events or public meetings.

All meetings will be held within the Parish or via internet meeting software. The Parish Councils Virtual Meeting Procedure Rules will apply where appropriate.

All members are expected to attend all meetings; the quorum is 3 members.

---

Unlike the NP SG where decisions may be taken through majority vote, the NDO requires support of all the main stakeholders, any one of whom can withdraw at any point. Decisions made by the NDO SG will therefore be by consensus at Steering Group meetings.

In the event that those representing the community cannot come to an agreement on the community position on an issue, a sub-vote of community members requiring a simple majority will be held, with the chair of the Parish Council holding the casting vote.

The minutes of meetings will be circulated to members after meetings and published on the Neighbourhood Plan Website within two weeks of adoption at the subsequent meeting.

### **Reporting**

The NDO SG will adopt the following reporting arrangements:

- The NDO SG will deliver a verbal report monthly to the Parish Council, where the NP is a standing agenda item. The report will be made by a member of the Parish Council, normally the chair, who is also a member of the NDO SG.
- The NDO SG will report formally to the community at the Annual Village Meeting normally held in May.
- The NDO SG will update the NP website [<https://cliftonhampden.org.uk/neighbourhood-plan>], including copies of minutes from the NDO SG meetings.  
The publication of minutes of any agenda items containing sensitive information, e.g., commercial or financial position of the member groups (parish council, landowner, development partner, surgery) may be withheld or detail redacted at the request of the group concerned.

### **Finance**

The NDO SG will have the following financial responsibilities for public money:

- Applying for grant funding, e.g., from South Oxfordshire District Council, Locality, and other grant awarding bodies, and ensuring compliance with the terms on which grants are awarded.
- Commissioning work and authorising expenditure (on behalf of the Parish Council) in support of NDO development, e.g., consultancy support, architects, surveyors, communications materials etc.
- Managing the NDO budget as a 'sub account' within the Parish Council main account.
- Submitting end of year grant reports as required by funding bodies.

Invoices will be authorised by the chair of the NDO SG and passed to the Parish Council for payment.

Responsibility for managing public finances is as follows:

- The NDO SG chair will retain overall responsibility for managing finances and maintaining the budget.
- The NDO SG chair will, if needed, co-opt a member to be responsible for grant funding applications and submission of end of year reports.

It should be noted that the NDO SG does not have financial responsibility for any expenditure of non-public/private funds, e.g., by Landowner, Development Partner, Surgery.

### **Conduct and Conflicts of Interest**

The NDO SG will act as sub-committee of the Parish Council. The NDO SG will abide by:

- Standing Orders for Clifton Hampden and Burcot Parish Council, except where varied by these TORs.
- Code of Conduct for Clifton Hampden and Burcot Parish Council

By the nature of the project, all stakeholder groups stand to benefit financially or otherwise from a successful delivery of the project. However, since decisions must be made by consensus rather than majority voting, it is axiomatic that all parties have the right to be present during discussions, and to jointly take decisions.

### ***Data Protection***

The NDO SG will adopt the standards used by the Parish Council in meeting with the responsibilities set out in the General Data Protection Regulations (GDPR).

### ***Steering Group Review***

These terms of reference, including responsibilities and tasks, will be reviewed by the NDO SG and the Parish Council:

- Annually
- As required by events, e.g., if there are significant changes to the NDO objectives and/or tasks required to deliver them.

Amended TORs will be adopted by the Parish Council.

### ***Adoption***

These draft amended Terms of Reference have been sent for adoption by Burcot and Clifton Hampden Parish Council in February 2021

## Appendix 1 to Terms of Reference for the Burcot and Clifton Hampden Neighbourhood Development Order Steering Group

(As at 19 February 2021)

## Membership

Role	Particular Responsibility	Incumbent
Chair (Community Member)	Overall responsibility for the efficient and effective management of the NDO Steering Committee, accountable to the Burcot and Clifton Hampden Parish Council. Project Planning Applications for grant funding Liaison with Locality for Technical Support Community presentations and materials Secretariat	Giles Baxter Also Trustee of the Community Land Trust
Vice Chair Ex officio member - chair of the parish council (Community Member)	Ensure the NDO remains aligned with the objectives set by the Parish Council. Update the Parish Council on progress with the NDO. Community lead into the Financial Agreement (between community, landowner, development partner, GP Surgery, SODC)	Councillor Chris Neil, chair Parish Council
Landowner	Provide the Land (Subject to contract) Provide Landowner input to the NDO development process. Landowner lead into the Financial Agreement (between community, landowner, development partner, GP Surgery, SODC)	Christopher Purvis, Trustee
Landowner's professional advisor	Provide professional advice on land management on behalf of the landowner	Charles Campion, Director Savills
Development Partner	Technical Author of the NDO Commissioner, on behalf of the NDO SG, of technical reports, environmental impact assessment, surveys, architects design, traffic, highways access etc required as part of the NDO production process. Undertake the development approved under the NDO (subject to contract) Developer lead into the Financial Agreement	Chris Brotherton Director Thomas Homes
GP Surgery (2 nominated partners)	Provide GP Surgery perspective into the NDO development process. 'Own' the surgery requirements and the Surgery once built (subject to contract). Surgery lead into the Financial Agreement	Irene Steinbrecher Estelle James Delegated representative: Sara Ward
Member (Community Member)	Provide School perspective Community Liaison	Councillor Rob Hollin

---

Role	Particular Responsibility	Incumbent
Member (Community Member)	General planning and legal experience Community Liaison	Simon Russell
Member (Community Member)	Community Liaison	Councillor Penny Hill

---

 Appendix 2 to Terms of Reference for the Burcot and Clifton Hampden Neighbourhood Development Order Steering Group

(As at 19 February 2021)

## Register of Members' Pecuniary Interests

Name	Interest	When registered
Christopher Purvis	Representing the beneficiaries of the DCL Gibbs Settlement	November 2019
Charles Campion	Director of Savills, agents to the DCL Gibbs Settlement	November 2019
Christopher Brotherton	Director of Thomas Homes, the development partner	November 2019
Dr Irene Steinbrecher Dr Estelle James	GP Surgery Partners	November 2019
Chris Neill	Owner of the Clifton Hampden Village Store and Post Office (business, not building), who will benefit from shop and post office revenue resulting from the scheme	February 2021

## Register of Members' Other Interests

Name	Interest	When registered
Giles Baxter	An agreed interest to purchase the paddock land known as Site G from the Gibbs Estate which shares a short boundary with the Paddock site. There is no identified pecuniary or other benefit to the sale by the delivery of the NDO project	December 2020
Chris Neill	Tenant of the post office and shop building, whose ownership will change under the current proposals. There is no identified pecuniary or other benefit from the transfer of ownership.	February 2021