

NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

Burcot and Clifton Hampden Neighbourhood Plan Steering Group

These Terms of Reference have been produced retrospectively, following advice from South Oxfordshire District Council that formal TORs are required. They reflect actual practice since the Neighbourhood Plan Steering Group (NP SG) was launched in May 2017, and subsequently varied in December 2019 following the formal decision to prepare a Neighbourhood Planning Order in parallel.

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. the Village Fete
- 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 decision to develop a Neighbourhood Plan means that a Neighbourhood Plan Steering Group (NPSG) is now required with formal Terms of Reference, replacing the Village Plan Committee that has hitherto managed the development and subsequent analysis of the Village Plan.

The Neighbourhood Plan area was designated by 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)

Following the launch of the Neighbourhood Plan in 2017, extensive consultation was undertaken with the Local Planning Authority, South Oxfordshire District Council, 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 19 to a joint (with SODC officers) workshop to consider spatial options. A submission for pre-application advice was made on 19 Feb 19, 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, and are reflected in these amended terms of reference.:

- 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 NDO SG met for the first time on 15 November 2019.
- 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.

These TORs have therefore been amended to reflect this change of direction, and the current membership of the NPSG.

Objectives of the Steering Group

During the stage from submission of the NP Proposal to SODC and the referendum any decision by the SG is in effect advice to the PC, and should be ratified (or otherwise) by the PC who will have final responsibility for what is submitted to the Examiner/SODC.

The NPSG's purpose is to oversee the preparation of the Neighbourhood Plan for Burcot and Clifton Hampden in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by South Oxfordshire District Council.

The target date for presenting the Plan for independent examination is January 2021, with a target date for a referendum of May 2021.

The preparation of the NP will be in parallel with the development of the NDO, with the aspiration of submitting the NDO for independent examination and referendum with the same target dates. It is noted that 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. Preparation of the NDO is to be overseen by the NDO SG.

In so doing, the NPSG will engage the local community to ensure that the Plan is truly representative of the ambitions of BACH, ensuring high levels of community engagement throughout the plan-making process.

The NPSG will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of

the community. All decisions made shall be fully evidenced and supported through consultation with the local community.

Tasks undertaken by the NPSG

In order to achieve their objectives, the NPSG will carry out the following tasks:

- Provide strategic management of the Neighbourhood Plan
- Produce, monitor and update a project timetable
- Produce a consultation and engagement strategy, showing how the public will be involved
- Regularly report back to the Parish Council, highlighting key decisions that have been taken.
- Report progress to the community at least annually, e.g. at the Annual Village Meeting which normally takes place in May
- To undertake analysis and evidence gathering to support the plan production process
- Actively support and promote the preparation of the BACH Neighbourhood Plan
- Identify sources of funding
- Liaise with relevant authorities and organisations to make the plan as effective as possible, noting that, because the parish lies within the Oxfordshire Green Belt, special attention will be need to be given to agreeing with South Oxfordshire District Council the relevant policies under the National planning Policy Framework (NPPF) under which development within the Green Belt may be permitted.
- Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood
- Consult as widely and thoroughly as is possible to ensure that the draft and final NP is representative of the views of residents
- Represent the Parish Council on the NDO SG, ensuring that the NDO remains firmly and transparently 'community led'. It will do this by providing the chairperson for the NDO SG, and at least one member who is also a member of the Parish Council

Membership

Membership of the Steering Committee as at December 2019, is set out in the table below:

Role	Responsibility	Member
Chair	Overall responsibility for the efficient and effective management of the NP 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 Chair the NDO SG	Giles Baxter
Secretary	Prepare Agenda and Minutes	Position vacant. Assumed by Giles Baxter
Member from the Parish Council	Ensure the NPSG remains aligned with the objectives set by the Parish Council. Update the Parish Council on progress with the NP. Appointed Member of the NP SG	Chris Neil
Member	School Representative	Rob Hollin
Member	General planning and legal expertise	Simon Russell

Role	Responsibility	Member
	Surveys and Data Analysis Represent the views of the residents of Burcot	
Member	Environmental Lead	Jaqi Mason
Member	Planning Expertise	Laura Buxton
Member	Planning Expertise	James Hammond
Member	Financial Expertise Liaison with the Community Land Trust	Gerry Moscrop

Whilst not a member, the NPSG has appointed Neil Homer of Oneill Homer <https://www.oneillhomer.co.uk/> as their professional consultant, providing SME advice and the lead author for the NP.

Membership of the NPSG is by open, standing invitation, ie, any member of the community who expresses an interest in joining the steering group will be invited to do so. This policy will be reviewed:

- if the NPSG becomes too unwieldy to manage
- if the need for specific expertise becomes apparent.

Professional advisors, e.g. planning consultants will not be members, but invited to meetings as required as 'in attendance'.

The NPSG will elect a Chair annually from its membership. If this position should become vacant, the Group will elect an alternate.

Members of the community will be co-opted to help as required, e.g. leaflet distribution.

Meeting Arrangements

NPSG meetings will take place as and when required. It is anticipated that about 6 meetings per annum will be required. This frequency will be increased if required, e.g. in the run up to consultation events or public meetings.

All meetings will be held within the Parish.

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

Decisions made by the NPSG should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of 4 members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

The minutes of meetings will be circulated to members a maximum of two weeks after meetings and published on the Neighbourhood Plan Website.

Reporting

The NPSG will adopt the following reporting arrangements:

- The NPSG 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 NPSG.

- The NPSG will report annually to the community, at the Annual Village Meeting normally held in May.
- The NPSG will update the NP website [<https://cliftonhampden.org.uk/neighbourhood-plan/>] , including copies of minutes from the NPSG meetings.

Finance

The NPSG will have the following financial responsibilities:

- 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 NP development, e.g. consultancy support, communications materials etc.
- Managing the NP 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 NPSG, and passed to the Parish Council for payment.

Responsibility for managing finances is as follows:

- The NPSG chair will retain overall responsibility for managing finances and maintaining the budget.
- The NPSG deputy chair will be responsible for grant funding applications and submission of end of year reports.

Conduct and Conflicts of Interest

The NPSG will act as sub-committee of the Parish Council. The NPSG 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

At the time of writing, no conflicts of interest have been declared.

Data Protection

The NPSG 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:

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

Amended TORs will be endorsed by the Parish Council.

Adoption

These amended Terms of Reference were adopted by Burcot and Clifton Hampden Parish Council on 24 July 2023