

BEARLEY PARISH COUNCIL
NEIGHBOURHOD PLANNING COMMITTEE
TERMS OF REFERENCE

28 August 2014

Purpose of the Committee

The Committee is responsible for the preparation of a Neighbourhood Development Plan for Bearley and ensuring its adoption. This shall include the following responsibilities.

1. In consultation with the residents of Bearley to develop a sustainable and durable plan for the development of the village for a 17 year period from 2014 to 2031 and beyond. The Committee has delegated powers to incur expenditure for the professional services of a planning consultant who is a member of the Royal Town Planning Institute (RTPI) and engage any other environmental impact assessment expertise within the approved annual budget for the committee in 2014/15.
2. To establish a Neighbourhood Development Plan for Bearley taking it through all the compulsory stages of consultation through to statutory examination and referendum and secure its final approval by the planning inspector and making (adoption) of the plan by SDC.
3. To seek any funding and volunteer or institutional expert help to ensure compliance of the Neighbourhood Plan with current UK and EU legislation, regulations, NPPF and emerging SDC Core Strategy and Local Plan.
4. To prepare all the necessary supporting documents and reports for the Neighbourhood Plan, not limited to but including, Evidence Base Report, Basic Conditions Statement, Site Assessment Report, Environmental Impact Assessment and Sustainability Report, Consultation Report.
5. To hold at least three public meetings in 2014/2015 with residents and to use other forms of consultation to obtain the views of stakeholders including SDC, WCC, WRCC, Natural England, Environment Agency, English Heritage, landowners, businesses, utilities, health and medical service providers, Sports England, schools and the local education authority about the proposed Neighbourhood Development Plan.
6. The Committee shall not delegate the discharge of its functions to a sub-committee or to a staff member, but it may appoint an advisory sub-committee.

Tasks to be performed by the Committee

- a. Arranging, preparing, marketing, etc. for the Parish Consultations
- b. Assisting with analysis and data and ensuring we have identified sources
- c. Contacting various stakeholder bodies and generally be part of the process.
- d. Critical comment and questioning of draft chapters and document
- e. Proof reading
- f. Delivering mailers to all houses, as this is the best communication medium.
- g. Progress the site allocation process such that we are successful in establishing a Development Boundary to ensure development is where the majority of the Village wants it, not some developer.