

Uffington and Baulking Neighbourhood Development Plan

Terms of Reference

Introduction and Composition of the Steering Group

Note: This is an updated version of the original TORs necessitated by the departure of Woolstone parish from the original designated area in November 2016.

The Uffington and Baulking area designation for a Neighbourhood Development Plan (“NDP”), as submitted on 26 November 2016, was approved by the Vale of White Horse District Council on 10 March 2017. This document contains Uffington Parish Council’s (“the Council”) Terms of Reference for the production of the NDP.

The Council is the qualifying body for the preparation of a NDP for the designated area. For the purposes of any discussion on the NDP, the Chair of the Baulking Parish Meeting will be considered to be a co-opted member of the Council, and may attend NDP Steering Group meetings, with the prior knowledge of the Chair of the Steering Group.

The Parish Council has set up a Steering Group for the NDP and has granted delegated authority in exercise of all relevant plan-making functions to the NDP Steering Group. The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the NDP, subject to the reporting requirements listed below.

The Parish Council will appoint the members of the Steering Group, on the recommendation of the Chair of the Steering Group; the members are listed at Appendix A, with their appointments. The Steering Group will elect a Vice Chair, Secretary, Treasurer and other appointments as it sees fit, and notify the Parish Council accordingly. The Parish Council may, with the agreement of, or at the request of, the Chair of the Steering Group, appoint additional members to the Steering Group or remove members.

The Steering Group may seek advice from other individuals or organisations, whether or not they are residents of Uffington or Baulking, when specific knowledge or expertise is required.

The Steering Group will be established for a time-limited period. The Steering Group will remain active and responsible for the NDP until the NDP has been adopted by the Vale of White Horse District Council. Responsibility for the implementation of any recommendations will be assumed by the Council / Baulking Parish Meeting.

Steering Group Objective

The overall objective of the Steering Group is to produce a sound NDP for Uffington and Baulking that defines the policies necessary to meet the vision and objectives identified by the community, taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence, particularly those of Vale of White Horse District Council (“VWHDC”) Local Plan(s). The NDP will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

In furtherance of the overall objective, the Steering Group will:

1. Define the Vision for Uffington and Baulking over the period 2011 – 2031.
2. Determine the overall scope and objectives of the NDP necessary to achieve the vision.

3. Manage the process of preparing the NDP, prepare a project plan and monitor and report accordingly to the Council to ensure effective progress.
4. Build and maintain links with the Local Planning Authority (VWHDC).
5. Keep under review the legislative requirements of Neighbourhood Planning to ensure the NDP meets all requirements.
6. Make recommendations to the Council on resourcing the NDP, as required
7. Make recommendations to the Council on involving the wider community in the NDP, as required
8. Manage the gathering of evidence necessary to inform each of the themes within the scope of the NDP
9. Identify and assess options available in respect of each issue and prepare a draft NDP for wider consideration by the community.
10. Produce minutes, reports and documents relating to the NDP

The Steering Group will consider the following themes for inclusion in the NP (this is not an exhaustive list):

- Built Environment / Housing / Design Quality
- Transport / Highways / Getting Around
- Commercial / Economy / Business
- Utilities & Infrastructure, including Education
- Voluntary Organisations
- Conservation Areas (and proximity to North Wessex Downs Area of Outstanding Natural Beauty)
- Green Spaces / Environmental Considerations
- Heritage

Reporting and Communication

The Steering Group is established having full delegated authority from the Council to deliver its plan-making functions up to and including adoption of the NDP. It will report quarterly to the Council on progress, providing feedback on its work. The Council will approve the Consultation Draft NDP prior to publication for consultation and prior to submission to VWHDC for independent examination.

The plan-making process remains in the control of the Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Council with appropriate recognition of the Council's position given in all communications associated with the project.

Meetings

Steering Group meetings will take place as required by the Chair. All meetings should take place in the NDP Designated area.

Decisions made by the Steering Group should normally be by consensus. Where a vote is required each member shall have one vote and a simple majority will be required to support any motion. A minimum of four voting members shall be present where matters are presented for decisions to be taken. The Chair, or in their absence the Vice-Chair, shall have one casting vote.

Support

VWHDC will provide a nominated point of contact and all support services required by the Steering Group as far as is possible.

Conduct

The Steering Group as a whole is accountable to the wider community of Uffington and Baulking parishes for ensuring that the NDP reflects their collective expectations, and will follow the Code of Conduct applicable to the Parish Council – copy attached. In outline, the Steering Group will achieve its aim through applying the following principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

Approved by Uffington Parish Council on: 6 February 2017

Approved by Baulking Parish Meeting on: 18 March 2017

Appendix A

Membership of the Steering Group

Name	Appointment	
Mr R Hart	Chair	
Mr A Parsons	Vice Chair	
Mrs A Bendall	Secretary	
Mr S Jenkins		Representative of Uffington PC
Mrs F Oberman		Representative of Uffington PC
Mrs V Russ		Representative of Baulking PM
Mr M Thomas		
Mr R Avenell		
Mrs M Parsons		
Mrs C Aldridge		
Mr M Oldnall		Representative of Uffington PC
Ms C Roberts		VWHDC Neighbourhood Planning Support Officer (Non-Voting)
Mr J Flawn, Bluestone Planning		Consultant to the Steering Group (Non-Voting)

PC – Parish Council

PM – Parish Meeting