

Neighbourhood Plan Steering Group (NPSG)

Terms of Reference

Purpose and Scope: to revise and develop the draft Neighbourhood Plan including possible housing provision as necessary.

Period of operation: up to May 2018 (estimated)

Remit: the NPSG is authorised by the Parish Council (PC) to liaise and work with other agencies and individuals including South Somerset District Council (SSDC), Somerset County Council, professionals and stakeholders and, where appropriate, to seek funding from other sources including government funds administered by SSDC and *Locality* respectively.

Reporting: Following each NPSG review meeting, a copy of its report will be given to the PC via the Clerk. These reports will be presented at the PC meetings by the Lead Councillor, who in turn will report back to the NPSG.

Funding:

1. A Locality grant of £3,500 will be received by the PC and paid to Jo Witherden (JW) for her assigned work as set out on the Project Plan at Attachment.
2. SSDC Area East holds funds for Neighbourhood Plans, originally designated for Queen Camel as a *Frontrunner* trialling the Neighbourhood Plan process. This funding is now ring-fenced for Neighbourhood Plans within the geographic boundary of Area East.
3. The NPSG will prepare a budget for funding requirements (additional to the funding required by JW under 1 above) for its work on the NP.
4. SSDC will administer any spend against the budget under 2 and 3 above.

Insurance: the NPSG's activities will be covered by the PC's insurance.

Frequency of meetings: one steering group meeting will be scheduled usually for each month (excluding August) to review progress and plan next actions. There will also be small group ad hoc meetings on allocated work packages.

NPSG Membership:

For Queen Camel

- Rosemary Heath-Coleman, Leader (also liaison with CLT)
- John Corbett (also liaison with Memorial Hall Committee)
- Steve Millard (also liaison with all areas on environment matters)
- Bryan Norman – PC Lead Councillor (also liaison with PCC)
- Kate Oram (also liaison with Countess Gytha County Pre & Primary School)
- Jamie Paul or replacement nominee also liaison with Playing Field Committee and abutting recreational facilities)
- Terri Plummer (also liaison with Medical Centre)
- Ben Turner (support on mapping and liaison in respect of heritage matters)

For SSDC:

- Tim Cook, Area Development Team Lead (East) (link with SSDC).

The NPSG may add or change participants as required by the group.

Responsibilities: The NPSG will deliver the work outlined on the Project Plan attached.

Dissolution of NPSG: The NPSG will disband once the updated draft NP has been presented to the PC (planned to be by June 2018) unless an extension of activity is agreed.

Actions	DPC = Dorset Planning Consultant, Jo Witherden	Timescale
Week commencing 8th May – steering group meeting with DPC <i>Main outcomes: Key Event Plan and agreed volunteer actions</i>		w/c 8 May
DPC Action: Assess readily available sources (from SSDC monitoring, need registers and SHMA projections) – produce initial report		by end May
NP Volunteer Actions: identify and map potential sites from HELAA (3 sites now showing only – to SW of village) and previous work on affordable housing sites and also identify and map previously used settlement boundary (DPC support role – mapping training sheet)		by end May
NP Volunteer Actions: update draft plan based on DPC 'easy wins' and highlight outstanding areas requiring further work (other than the housing needs and possible site allocations) for discussion at meeting – identified as potentially: <ul style="list-style-type: none"> → Employment needs (possibly more relevant given HELAA sites are for mixed use) → Community projects / site allocations → Village design guidance → Safe walking routes around the village and missing links → Local Green Space designations 		by June mtg
Week commencing 5 June – steering group meeting with DPC <i>Main outcomes: check progress and agree volunteers actions</i>		w/c 5 June
NP Volunteer Actions: collect further data as appropriate to include in the housing need review - census, household questionnaire returns, estate agents survey etc – to feed into report (DPC support role – interview templates and report update)		by mid June
NP Volunteer Actions: run call for sites – aim to conclude by end June (will depend on publicity arrangements) (DPC support role – advice note and templates)		by end June
NP Volunteer Actions: undertake further work on other NP areas as identified		by end June
NP Volunteer Actions: identify and map new sites		by July mtg
DPC Action: review additional work done on drafting / provide advisory support		by July mtg
DPC Action: Draft SEA re-screening request including identification of main environmental issues and proposed sustainability checks of sites		by July mtg
Week commencing 3 July – working group meeting with DPC <i>Main outcomes: agree main assessment criteria to be used and site visit arrangements, discuss remaining areas of the NP</i>		w/c 3 July
DPC Action: Submit SEA re-screening request by mid July – decision received by mid August		by mid July
NP Volunteer Actions: organise site assessment day		w/c 10 July
Week commencing 17 July – site assessments with DPC <i>Main outcomes: familiarisation with all site options and possible issues</i>		w/c 17 July
NP Volunteer Actions: undertaken further landowner / technical queries if noted and type up record of site assessment main findings		by end August
NP Volunteer Actions: undertake further work on other NP areas as identified		by mid September
DPC Action: run scoping consultation (if screening decision positive – which		early September

will depend on sites being considered)	
DPC Action: produce initial site assessment report (potentially as SEA options report)	by end September
DPC Action: review additional work done on drafting / provide advisory support	by end September
Week commencing 2 October – steering group meeting with DPC <i>Main outcomes: agree preferred options and consultation arrangements – including other areas of the NP if appropriate.</i>	w/k 2 October

Remaining steps are:

Steering group – remaining period October 2017 – June 2018:

- Run options consultation (November)
- Analyse results (December)
- Update draft NP and prepare draft conformity statement (in consultation with SSDC) and SEA report (if required) (January)
- Run 6 week pre-submission consultation (February / March)
- Analyse results (April)
- Update NP (May)
- Finalise supporting evidence: consultation statement, basic conditions statement (including conformity check) and other information as appropriate (May)
- Agree submission and submit to PC (June)

QCPC: June 2018 – September 2018

- Submit plan to SSDC (June)
- Agree appointment of examiner (July)
- Consider examiner's report (September)

SSDC: October – December 2018

- Agree referendum (October)
- Referendum held (December)
- Plan formally 'made' (January)