

Pluckley Parish Neighbourhood Development Plan

Terms of Reference for a Steering Group

A Steering Group has been formed to research, develop and make recommendations with a view to establishing a Neighbourhood Plan addressing the future needs of Pluckley Parish.

The membership of the Steering Group is formed initially from current Parish Councillors. In addition, the Steering Group will be supplemented by representation from Ashford Borough Council and guidance will be given to the Group through a neighbourhood planning consultant.

The Steering Group may also co-opt further representation from any other person or organisation that is likely to bring additional benefit to the project. Details of any assistance offered by such parties must be declared publicly and should not be seen to compromise the integrity of the direction of the plan.

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to the recommendations made by the group. This may include membership of an organisation, ownership of interest in land or business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

In undertaking this role the principal terms of reference of the Steering Group will be as follows:

- The Steering Group will be responsible for drawing up a Draft Neighbourhood Plan and any revisions as a result of an on-going consultation process
- The Steering Group will report to the Parish Council at its regular monthly meetings
- The Steering Group shall not have the power to exercise, on behalf of the Parish Council, any authority, nor to incur expenditure without prior authority from the Parish Council
- The Steering Group will elect one of its members to chair meetings
- The Steering Group task meetings will be informal and can be held anywhere without public notice
- Notes will be taken to facilitate reporting back to the Parish Council on a monthly basis and these will be published on the Parish Council website
- Recommendations made as a result of Community Engagement shall be referred back to the Parish Council for decision making, such that the Draft Neighbourhood Plan when presented should have the full backing of the Parish Council and not the Steering Group alone
- The Group will work together with the Parish Council such that the Final Plan meets the needs of the community as driven by the on-going community

consultation process

- The ultimate objective is to deliver a Neighbourhood Plan that is robust and that reflects as fully as possible the views and aspirations of Pluckley Parish residents.

In seeking to fulfil its role the Steering Group will aim to progress as follows:

- Suggest a timetable for the project
- Establish the future housing and business needs of the area, having regard for the wider social, economic and welfare considerations of the area, e.g. health, education
- Develop policies to inform the future development and use of land in the area, including Infrastructure policies that go hand in hand with development
- Identify sites for development in line with the requirements laid down in the Ashford Borough Council Local Plan, including sites that may be suitable for further development
- Take note and include in the Plan non-land orientated projects that are of importance to the community and identified through Community Engagement
- Ensure the Neighbourhood Plan is supported by an effective on-going programme of communication and consultation with the community, Ashford Borough Council, developers, adjoining parishes and other key third parties
- Have regard to relevant national policies and be in general conformity with the strategic policies of the district council, EU and Human Rights legislation when developing the plan
- Conduct a sustainability assessment to support the Neighbourhood Plan if required, including Strategic Environmental Assessments (SEA) or Habitat Regulation Assessments (HEA)
- Support the Parish Council in taking the plan through the examination
- Support the Parish Council in finding consensus through the referendum process and ultimately securing community endorsement of the Neighbourhood Plan
- Have a comprehensive Evidence base to support the Neighbourhood Plan Policies through Community Engagement and research, including communication where relevant with Parish Councillors, Ashford Borough Council Officers and Kent County Council Officers.