

POULSHOT PARISH COUNCIL

Neighbourhood Plan Steering Group

Background

Poulshot Parish Council has recognised the benefit of preparing a Neighbourhood Plan, with the aim of guiding future development within the parish in a way that accurately reflects the concerns and aspirations of local residents. In order to achieve this outcome, the Council considers that the most appropriate and effective method is to establish a dedicated Steering Group. This group will be formed with a balanced membership, consisting of both parish councillors and members of the community, ensuring a broad range of perspectives are represented throughout the process.

The Council acknowledges that developing a Neighbourhood Plan is a demanding undertaking, requiring significant resources. To ensure prudent use of these resources, the Council will monitor progress closely. At the conclusion of each phase of the project, an assessment should be carried out to determine the extent of achievement and the likelihood of successfully completing subsequent stages.

Terms of Reference

1) To confirm membership.

The Neighbourhood Plan Steering Group will comprise such number of Members and non- Councillors as shall be determined by the Council. Non - Councillors shall be appointed for their local knowledge, skills, or interest in the Neighbourhood Plan

Three Councillor Members

Two Non-Council Members

Members Quorum – 3 Councillors (*means 3 must be present at every meeting*)

2) At first meeting confirm Chair and lead Member of the Neighbourhood Plan Steering Group. The Chair may be a Councillor or member of the public and will,

- Convene and chair meetings of the Steering Group, in person or online.
- Ensure discussions are inclusive, transparent, and focused.
- Report to the Parish Council regularly on progress and recommendations

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- 3) To draw up the working framework for the phased draft plan. Guidance can be found at [Neighbourhood Planning - Wiltshire Council](#) and [Guidance for Neighbourhood Planning within Wiltshire](#)
- 4) Ensure that Neighbourhood Planning legislation, as set out in the Neighbourhood Planning (England) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
- 5) To liaise and consult with the associated community.
- 6) To liaise with Wiltshire Council with their Planning department and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local and national planning legislation.
- 7) The Steering Group has no spending authority, any spending requests must go to Full Council in advance.
- 8) All recommendations and documents must be submitted to the Full Council for review and approval.
- 9) Any Non-Council members of the Steering Group must declare any personal interest that may be perceived as being relevant to any recommendations made by the Steering Group to Full Council. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

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Membership of The Neighbourhood Plan Steering Group

Poulshot Paish Councillor	Poulshot Resident
Cllr Mike Davis	Vacancy
Cllr Liz Bissett	Vacancy
Cllr Frances Nixon	