

# **Stoke Orchard and Tredington Parish Council**

## **Stoke Orchard and Tredington Neighbourhood Development Plan Steering Committee Terms of Reference**

**Adopted at the Parish Council Meeting on 7 January 2020  
Next scheduled review on 16 June 2020**

### **Title**

The name of the group is **Stoke Orchard and Tredington Neighbourhood Development Plan Steering Committee (NDP SC)**

### **Purpose**

The purpose of the NDP SC is to develop and oversee a process that will result in the creation of a Neighbourhood Development Plan for Stoke Orchard and Tredington Neighbourhood in line with the Localism Act of 2012.

The Neighbourhood Development Plan must not conflict with the wider ambitions for growth and sustainability set out in the National Planning Policy Framework (NPPF) and the Tewkesbury Borough Plan (TBP).

The defined designated area is the entire Parish of Stoke Orchard and Tredington. The NDP SC was first established on 31 August 2016 under the aegis of Stoke Orchard and Tredington Parish Council.

### **Aims of the Steering Committee**

To set out a plan for the evolution of the Parish of Stoke Orchard and Tredington that benefits current and future parishioners whilst allowing for sustainable economic and social growth and development.

### **Responsibilities of the Steering Committee**

The NDP SC is responsible for overseeing the process for the delivery of a Neighbourhood Development Plan for Stoke Orchard and Tredington Parish, in a timely manner and in line with national guidance, reporting to Stoke Orchard and Tredington Parish Council on a regular basis throughout.

- The NDP SC is responsible for setting the timescale and overall project plan
- Stoke Orchard and Tredington Parish Council is responsible for funding the project
- The NDP SC does not have any delegated authority

### **Membership of the NDP SC**

Membership of the NDP SC is to be drawn from Stoke Orchard and Tredington Parish Council and interested parties living or working in Stoke Orchard and Tredington Parish. Membership should total no more than fourteen (14). At least three (3) members are to be serving Stoke Orchard and Tredington Parish Councillors and the remaining eleven (11) members may be from either the local community or additional Parish Councillors. Members of the NDP SC shall be appointed Chairman of the Topic Groups (NDP TG).

- A quorum for a meeting is to be three (3) persons  
At least one of the three members is required to be a Parish Councillors in the quorum for the NDP SC
- For the NDP TG the quorum requirement is any three members

### **Topic Groups (NDP TG)**

Chairman of NDP TG to recruit initially from the NDP SC members. Thereafter, membership of the NDP TG are to be drawn from volunteers from Stoke Orchard and Tredington Parish Council and interested parties living or working in Stoke Orchard and Tredington Parish. Individuals with specialist skills and expertise may also volunteer to assist NDP TG but unless they live or work within the Parish they may not be a chairman of a Topic Group. NDP TG

may invite presentations from specialists and individuals with relevant expertise and undertake fact finding visits.

Membership of NDP TG is to be a minimum of four (4) persons. One person will act as chairman of the NDP TG, to be appointed by the NDP SC.

- A quorum for a meeting is to be three (3) persons
- The NDP TG does not have any delegated authority
- The number and remit of NDP TG will be reviewed quarterly by the NDP SC

NDP TG are envisaged to cover the following areas taken from the Vision Event Report:

- **Sustainable Transport**
  - Footpath improvement and filling gaps in the network
  - Cycle lanes and improvements
  - Public transport (bus)
  - Road safety and traffic calming
  - Lorry exclusion zone
- **Green Infrastructure**
  - SUDS and water management using natural features
  - Protection of SSSI
  - Orchard reinstatement and planting
  - Improvements to biodiversity
  - Pollution management
  - Countryside character and access
  - Views
- **Housing Mix**
  - Affordable housing for young people
  - Bungalows for older people to down-size into
- **Historic Environment**
  - Buffer around listed buildings
  - Identification of non-designated heritage assets

#### **Term of Office for Steering Committee and Topic Groups**

The timescale for creation of the Neighbourhood Development Plan is envisaged to be between 18-24 months and it is expected that NDP SC and NDP TG members will commit to serving for the duration of the project.

Should members of either the NDP SC OR NDP TG resign, the vacancy will be advertised on the Parish Council notice boards and website.

#### **Conflict of interest**

NDP SC and NDP TG members shall declare any disclosable pecuniary interest (as defined by the Disclosable Pecuniary Interest Regulations 2012) that may be perceived as being relevant to a topic being discussed. The member may speak on the topic but shall not take part in any vote on the topic. Such an interest is most likely to be in the form of any beneficial interest in land or property being discussed, by either the member or their spouse or partner, but can take other forms. Owning a property or business in the area is not in itself a conflict of interest.

#### **Accountability**

The Chairmen of the NDP TG will report back to the NDP SC following every meeting. The Chairman of the NDP SC will provide a short, written progress report to the Parish Council to be issued with the agenda for the next Parish Council meeting.

#### **Financial delegation**

The Parish Council will not provide delegated authority to the NDP SC. Expenditure and appointment of any consultants will be the responsibility of the Parish Council.

**Working Methods**

The NDP SC will meet every month with the exception of July and August when there will be no meeting.  
The NDP TG will meet every four to eight weeks and will report back to the NDP SC before the monthly meeting.  
The Chairmen of the NDP TG and NDP SC will organise and chair the meetings.  
A person will be nominated to take the minutes.  
The meeting chairman will check minutes and circulate them within one week of the meeting date.  
Minutes will be reviewed and approved at the start of the next meeting.  
The NDP SC meetings will be open to the public with the agenda being published with at least three clear days notice and the approved minutes will be published on the Stoke Orchard and Tredington Parish Council website. The Parish Clerk will provide hard copies on request.  
NDP TG meetings will not be open to the public but the approved minutes will be published on the Stoke Orchard and Tredington Parish Council website. The Parish Clerk will provide hard copies on request.  
Terms of Reference, the effectiveness of the NDP SC and NDP TG overall will be reviewed by the NDP SC every six months to ensure that the process and procedures laid down remain applicable. Proposed amendments to the Terms of Reference must be agreed by Stoke Orchard and Tredington Parish Council prior to be taken into effect.

**NDP TG agendas**

Agendas for meetings will be posted on the Stoke Orchard and Tredington Parish Council web site at least three clear days notice before meetings.  
Items for NDP TG agendas can be suggested by any parishioner or local business operating within the Parish.

**Sharing of Information and Resources**

The Stoke Orchard and Tredington Parish Council website will have a dedicated Neighbourhood Development Plan section. Agendas and approved minutes will be published on the website and displayed on the Parish Notice boards and in other places as appropriate.  
There will be a Neighbourhood Development Plan area on the Stoke Orchard and Tredington Parish Council website and the Parish Clerk will post appropriate information on behalf of the NDP SC and NDP TG members such as examples from other Neighbourhood Development Plans, guidance and draft documents.

**Definition of Terms**

In order to ensure clarity of understanding, a glossary of terms will be created and published on the Neighbourhood Development Plan section of the Stoke Orchard and Tredington Parish Council website as necessary.

**As a member of the Stoke Orchard and Tredington Neighbourhood Development Plan Steering Committee I confirm I agreed to the Terms of Reference set out above**

**Signed by** .....

**Print clearly** .....

**Date** .....