

Terms of Reference – Planning Strategy Working Party

1. Introduction

- 1.1 Hazlemere Parish Council has determined that it should produce a Neighbourhood Plan in pursuance of the Government's Localism Act 2011. In order to produce this plan, the Parish Council has established a Neighbourhood Plan Steering Group (Planning Strategy Working Party) to prepare a draft Neighbourhood Plan which will be submitted to Buckinghamshire Council for independent examination and finally put to a public referendum.

The Parish Council has advised Buckinghamshire Council of the intent of the residents of Hazlemere in consultation with other stakeholders to produce a Neighbourhood Plan for submission.

- 1.2 The Parish Council has conveyed the drafting of the Neighbourhood Plan to the steering group, however major financial decisions and process decisions will continue to be overseen by the Parish Council, via recommendations made by the steering group and taken forward by liaison Councillors to the Full Council meeting for approval. The steering group will be involved in all aspects of the development of the Neighbourhood Plan. Major decision points to be taken by the Full Council are as follows:

- a) approval of the scope of the neighbourhood plan;
- b) approval of the draft plan prior to pre-submission consultation (Regulation 14);
and
- c) approval of the final plan prior to consultation (Regulation 14) and independent examination.

- 1.3 The Neighbourhood Plan shall address all matters set out by the Localism act 2011 and will seek to:

- a) Identify all the important aspects of life in the Parish which are to be considered for planning purposes in the future;

- b) bring forward proposals which will enhance the quality and wellbeing of life in the Parish in the years to come; and
- c) provide a framework for future use and protection of land within the Parish area.

2 Terms of Reference

- 2.1 In establishing the steering group, it is deemed appropriate that the group is provided with and accept the following terms of reference:
- 2.2 The steering group will be formed from residents and the local business, education and recreation communities of Hazlemere, together with relevant stakeholders. Elected members or officers of the Parish Council may also be members of the steering group.
- 2.3 The steering group will work with chosen planning consultants to scope out the main issues and prepare draft policies for the emerging neighbourhood plan.
- 2.4 The local planning authority will assist through a representative of the Buckinghamshire Council Planning Policy Team, who may also attend steering group meetings when invited.

3. Roles and Responsibilities

- 3.1 The steering group will:
 - a) Promote the process of preparing the Neighbourhood Plan, be encouraged to participate and provide their views and opinion on the specific topics which are covered in the preparation of the plan;
 - b) arrange meetings and appoint sub-groups to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
 - c) assess existing evidence about the need and aspirations of the Parish.
 - d) Liaise with relevant organisations to secure their input in the process;

- e) develop guiding principles and policies to guide the Neighbourhood Plan.
- f) Appoint professional planning and other relevant expertise that may be required during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand for independent examination.
- g) Inform the Parish Council of progress on a regular basis;
- h) support the Local Planning Authority and the Parish Council during the referendum process.

3.2 The Parish Council will:

- a) Support the preparation of the Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously providing that the overall expenditure falls within the budget allocated by the council.
- b) Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- c) Carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Buckinghamshire Council during the referendum process of the plan for which the principle authority are responsible;
- d) following the preparation of the draft plan and with the agreement of the group, submit the plan to the Local Planning Authority for inspection and independent examination.

3.3 All members of the steering group will

- a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organization, ownership of interest in land (directly or indirectly) or a business or indeed any other matters likely to be relevant to the work undertaken by the steering group.

- b) Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the Parish and to those wishing to undertake development or be involved in the plan making process.
- c) Work together for the benefit of the communities established in the Parish.
- d) Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.
- e) Any decisions taken by the steering group, other than those delegated to appointed officers or consultants, will be carried forward if the majority are in favour at any given meeting.

3.4 Steering Group Chairman

- a) The steering group shall elect a Chairman and Deputy Chairman from their number.
- b) If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, the members shall elect a Chairman for the meeting amongst their number.
- c) Chairman and Deputy Chairman shall be elected for duration of the project. If one or both resign during that period, then a further vote will be undertaken, to elect a new Chairman and/or Deputy Chairman.

4 Meetings

- 4.1 The steering group will aim to meet monthly, although there may be a need to meet more frequently as is necessary.
- 4.2 Meetings shall normally be held at Cedar Barn in Hazlemere however they may also meet remotely via Zoom.
- 4.3 All meetings shall be closed however meetings may be attended by residents, the local business community and other relevant stakeholders by invitation.
- 4.4 The steering group and its sub groups will keep minutes of meetings which will be open to the public to scrutiny. These will be published on the Hazlemere Parish

Council website and on notice boards or such other prominent places as may be decided.

- 4.5 Notices, agendas, minutes and associated papers will be emailed where possible to all steering group members, three days prior to the meeting.
- 4.6 The minutes of each steering group meeting will be taken back to the Full Council for review.
- 4.7 The Terms of reference will be reviewed every six months throughout the project and amended as required.