



# Neighbourhood Plan Working Group - Terms of Reference

(Adopted 02/12/2025)

## 1. Introduction

Steeple Claydon Parish Council (the “Council”) has resolved to establish a Neighbourhood Plan Working Group (“the Working Group”) to oversee and progress the preparation, consultation, and delivery of the Steeple Claydon Neighbourhood Plan in accordance with the Localism Act 2011 and subsequent regulations.

The Neighbourhood Plan will set out a community-led vision and planning framework to guide future development, land use, and local priorities within the parish.

## 2. Purpose

- The purpose of the Working Group is to:
  - Lead the preparation of the Steeple Claydon Neighbourhood Plan on behalf of the Parish Council.
- Engage and consult with residents, businesses, landowners, and relevant stakeholders.
- Gather, analyse, and interpret evidence to inform the Plan.
- Liaise with Buckinghamshire Council and other statutory bodies.
- Ensure that the Plan meets all legal requirements and reflects the aspirations of the local community.
- Make recommendations to Steeple Claydon Parish Council for approval at key project stages.

## 3. Status

The Working Group is a non-decision-making advisory body established under the authority of Steeple Claydon Parish Council.

Final decisions on all matters, including expenditure and submission of documents, shall rest with the Parish Council.

The Working Group operates under these Terms of Reference as approved and may be amended by the Council as required.

## 4. Membership

The Working Group shall consist of up to [8–12] members, including at least two Parish Councillors. Membership may include residents, local business representatives, and other stakeholders with relevant skills or interests.

Members shall be appointed by resolution of the Parish Council.

The Council may co-opt additional members as needed to support specific areas of work (e.g. housing, transport, heritage, environment).

Membership will be reviewed annually or as required by the Council.

## 5. Chair and Administration

The Chair (and Vice-Chair, if required) shall be appointed by the Parish Council.

The Parish Clerk (or nominated person/member of NP group) will provide administrative support,



including agendas, minutes, and record keeping.

Meetings shall be minuted, and minutes presented to the next Parish Council meeting for noting.

## **6. Meetings**

Meetings will be held as required, typically monthly or at key project milestones.

A quorum shall be one third of the total membership or a minimum of three members, whichever is greater.

Working Group meetings are not required to be open to the public but may invite observers or guests where appropriate.

Sub-groups may be formed to undertake specific tasks, reporting back to the Working Group.

## **7. Conduct**

Members are expected to adhere to the Parish Council's Code of Conduct and declare any interests relevant to the work of the Group.

Members shall work collaboratively, objectively, and in the interests of the whole parish.

Confidential or draft materials shall not be shared publicly without the Group's agreement and Parish Council authorisation.

## **8. Reporting and Accountability**

The Working Group shall report regularly to the Parish Council, including progress updates, consultation results, and financial summaries.

All recommendations requiring Council approval shall be submitted via written report or recorded in meeting minutes.

The Parish Council remains the qualifying body responsible for all formal submissions, funding, and statutory consultation processes.

## **9. Finance and Resources**

Any expenditure shall be authorised in advance by the Parish Council.

The Working Group may apply for external funding (e.g. Locality grants) with prior Council approval.

All financial records and grant documentation shall be retained and managed in accordance with the Council's financial regulations.

## **10. Review and Dissolution**

These Terms of Reference shall be reviewed annually or at key project stages.

The Working Group will be dissolved upon the successful adoption of the Steeple Claydon Neighbourhood Plan, unless otherwise agreed by the Parish Council.

## **Adoption**

These Terms of Reference were approved by Steeple Claydon Parish Council at its meeting held on 02/12/25.

Signed:



Chair of Steeple Claydon Parish Council –

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Date: \_\_02/12/2025 \_\_\_\_\_