

HULLAVINGTON PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

TERMS OF REFERENCE



Version	Date Drafted	Date approved	Approved by	Date for review
0.1	16.8.2025			
0.2	01.9.2025	08.9.2025	Parish Council minute 56/25	

Steering Group terms of reference

Hullavington Neighbourhood Development Plan Steering Group

Established 8th September 2025

Purpose of the steering group

- a. The Hullavington Neighbourhood Development Plan Steering Group will oversee the preparation of the Hullavington Neighbourhood Development Plan (NDP) so that it can progress to independent examination, successful community referendum and be adopted by Wiltshire Council to become planning policy, under the Localism Act 2011.
- b. The Steering Group is a Sub-Committee of Hullavington Parish Council (the Council). It is appointed by the Council, which has been determined by the Council.
- c. The Steering Group will engage the local community throughout the plan-making process to ensure that the NDP accurately represents the views and ambitions of residents and other stakeholders.
- d. The Steering Group will focus solely on the NDP and not other areas of interest to the community, for example Lime Down, etc.

2. Principles:

- a. **Wiltshire Council** is the responsible body for bringing a neighbourhood plan into planning policy.
- b. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- c. All decisions made shall be fully evidenced and supported through consultation with the local community and will be reported back to the Council for approval.

3. Roles and responsibilities

- a. Agree and prepare a project plan with timetable;
- b. Identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible, ensuring consultation is as wide and thorough as possible;
- c. To undertake analysis and evidence gathering to support the NDP production process;
- d. Actively support and promote the preparation of the NDP throughout the duration of the project;
- e. Prepare an outline budget for essential expenditure costs relating to the project and submit to the Council for review and approval;
- f. Work positively with the Local Planning Authority to ensure the plan is in conformity with the strategic policies of the adopted NDP;
- g. Agree, subject to ratification by the Parish Council, a final submission version of the NDP for submission to Wiltshire Council;
- h. Actively support and promote the preparation of the plan throughout the duration of the project.
- i. Provide monthly update reports to the Council;

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers;
- b. The Steering Group members and the responsibility of those members is as follows:

Position	Role	Name(s)
Chair	Chairs Steering Group meetings and liaise with parish council	
Vice-Chair	Steps in when Chair is away	

Secretary	Arranges and minutes meetings.	
Project manager	Creates, monitors and maintains the project plan (schedule), undertakes agreed actions.	
Project team members	Use their individual skills and experiences to undertake various aspects of project work.	
Parish Clerk / Treasurer	Ensures relevant Council procedures and policies are followed and RI think there's something missing here	

- c. The positions of Chair, Vice Chair, and Secretary will be ratified by the Steering Group;
- d. All members are expected to play an active part on the team. Members will remain in the positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- e. Expressions of interest for membership of the Steering Group will be open to the public for one month after the first consultation meeting (31.8.2025);
- f. Steering Group membership will be reviewed from time to time.

5. Decision making

- a. **The Parish Council** is the qualifying body for the purpose of preparing the NDP. The preparation of plan documents, consultation and community engagement exercises will be undertaken by or on behalf of the Council by the Steering Group;
- b. The Steering Group has full delegated authority from the **Parish Council** to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report (monthly) to the Council setting out progress on its work.
- c. The Parish Council will approve the Submission for Regulation 14 consultation and onward submission to Wiltshire Council;
- d. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum two thirds of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman should have one casting vote.

6. Meetings

- a. Steering Group meetings will take place monthly, or as required and meetings may be face-to-face, online or hybrid
- b. The dates of future meetings will be made publicly available via the Parish Council Website, Steering Group webpage.
- c. Notice and associated papers shall normally be despatched three clear days before the date of the meeting.
- d. A record of meetings and minutes will be circulated to Steering Group members and the Parish Council in a timely fashion.
- e. Minutes will be made publicly available on the website.

7. Working groups

- a. The Steering Group may appoint working groups, which will be sub-committees of the Steering Group, when specialist skills are required, whose terms of reference shall be determined by the Steering Group. Unless the Council determines otherwise, all members of a Working Group may be non-councillors.
- b. Working groups shall be free to set their own ways of working so long as they support the Steering Group reporting requirements monthly to the Parish Council.
- c. Any working group will provide monthly reports to the Steering Group.
- d. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

- a. The Steering Group will abide by the Council's Financial Regulations at all times.
- b. The Steering Group will prepare an outline budget for essential funding requirements that are unable to be sourced elsewhere. Subject to the Council's approval, the budget and any other approved funding will be held by the Parish Council, which will ring-fence the funds for NDP work.
- c. Working groups needing funds should apply through the Steering Group to Parish Council in order to manage the Parish Council interface.
- d. The Steering Group will notify the Parish Council when approved expenditure is due to be incurred.

9. Conduct and conflicts of interest.

- a. Steering Group members should conduct themselves in an appropriate manner as representatives of the Parish Council and community and declare any interest where there is a potential financial or pecuniary benefit to themselves, or their company/ organisation arising from the decisions or recommendations of the group.
- b. Members of the Steering Group will:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
 - iii. Actively promote equality of access and opportunity.

10. Data Protection

- a. Requirements of the Data Protection Act are to be met having regard to both the relationship with the Parish Council and also the need to provide Wiltshire Council with a list of consultees at the Submission stage of the process.
- b. A named Data Protection Officer (DPO) will be appointed and will be responsible for informing and advising on data protection obligations and monitoring compliance.

11. Freedom of Information Act/Environmental Information Regulations

- a. Transparency in decision making at all stages of the neighbourhood plan processes is essential. Any material that is used or collected to inform the neighbourhood plan (in particular consultation material) must be available for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

12. Changes to the terms of reference

- a. This constitution may be amended with the support of at least two thirds of the current membership at the Steering Group meeting and with the approval of the Parish Council.

13. Dissolution

- a. The Steering Group will be dissolved once its objective has been attained and/or when at least two thirds of its members and the parish council consider its services are no longer required. b. The Steering Group in conjunction with the Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funder and in the best interests of the parish.