

CHILBOLTON PARISH COUNCIL STRATEGIC PLAN WORKING GROUP TERMS OF REFERENCE

Development Plan for Chilbolton was commenced on 14th February 2014 and approved by Referendum on 6th May 2021 after a delay of a year due to Covid.

The Parish Council has now decided to proceed with a project to develop 10 **high quality** affordable houses and 10 high quality homes for downsizers.

At Meeting of Chilbolton Parish Council (the Parish Council) on [17th May 2021] it was RESOLVED to appoint a Strategic Plan Working Group (the Strategy WG) that will

1. Investigate for Chilbolton residents the provision of affordable houses, and high quality houses for downsizers, and a possible Community Land Trust (CLT) to own and manage community property;
2. Prepare responses to the update of Test Valley Local Plan currently in preparation, in particular, the need to introduce a definition of small homes, control of development outside settlement boundaries, and our preference to devolve decisions on Settlement boundaries to parish councils;
3. Make preparations for the update of the Neighbourhood Plan including a review of the needs of the parish and other matters such as affordable housing, village amenities, the Settlement Boundary, traffic routes and the long term development of Chilbolton.

Aim of the Group

To formulate a long term plan for Chilbolton that will be used to guide the Parish Council and its committees on the direction and strategy from 2030 to 2050 and to prepare proposals for development of affordable and quality downsize homes for Chilbolton residents

Membership

The Working Group shall comprise a minimum of 6 people with a target of 10 members and is open to all persons resident in the Parish. A minimum of 3 serving Councillors including the Chairman appointed by the Parish Council shall be appointed to the Working Group but the intention is that there should be a majority who are not Councillors. The aim is to include a cross-section of volunteers from across the community.

The Working Group shall review its membership annually at the end of each calendar year and may co-opt and remove any member as and when necessary.

The Working Group may from time to time set up sub-groups to undertake specific tasks and such groups shall prepare and feed back into the Working Group any information and evidence necessary for the sound preparation of the Plan.

Each sub-group shall have a lead person from the Working Group and this should be agreed by the Working Group.

Code of Conduct

All members shall be subject to the Code of Conduct adopted by the Parish Council.

All members shall be required to comply with the Parish Council's Standing Orders and Financial Regulations and must register any Declarations of Pecuniary Interests

Meetings

- The Working Group will meet at least quarterly and in addition when members determine that a meeting is needed.

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- The Chairman shall organize the date, time and location of any meeting and shall give the members at least 7 days' notice but as much advance notice as possible.
- A minimum of 4 member at least one a Parish Councillor must be present to effect decisions.
- The Working Group will aim to make decisions by consensus. However, should a vote be required, each member will have one vote and a simple majority, by show of hands, will be required. The Chairman will have a casting vote.

Communications

Communications outside of meetings will be conducted primarily by email, copying all members and the Parish Clerk wherever possible. Notices to the community will be through local web sites, the Parish Magazine, the Village Shop, Parish and other local noticeboards.

Finance

- The accountable body for the purpose of producing the Plan will be the Parish Council.
- The Working Group will provide the Parish Clerk with budgetary information so that all proposed spending on the preparation of the Plan is dealt with in an open and transparent manner. Budgets and amended budgets will be presented to the Parish Council for approval.
- All receipts and payments associated with the production of the Plan will be processed through the Parish Council's accounting system.
- Invoices will be made out in the name of the Parish Council who will pay them in accordance with their Financial Regulations.
- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for the Plan purposes only.

Accountability and Governance

The Working Party will be governed by the processes of the Parish Council. Consensus will be sought on decisions but if agreement cannot be found on specific issues then direction should be sought from the Parish Council.

The Working Group must keep in mind that the outcome is decided finally by a Referendum and thus the Working Group must provide facts and implications for draft proposals rather than dictate outcome in a biased way.

The Working Group has full delegated authority from the Parish Council to deliver its plan making functions up to and including the production of Draft proposals which shall be reviewed by the Parish Council prior to publication for consultation and independent examination.

The Working group has no authority to commit the parish council and is tasked with the preparation of proposals for approval by the parish council. However, the working group may seek any relevant information, prepare questionnaires and enter into discussions in order to carry out its tasks.

The Working Group shall circulate a monthly report to the Parish Council no later than 12 o'clock on the Friday before each Parish Council Meeting and shall include, but not be limited to, minutes of any Working Group meetings held since the last report was submitted, any relevant documentation and any recommendations for the Parish Council to discuss so as to make a formal decision.

The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

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Changes to the Terms of Reference

These Terms of Reference may be amended with the support of the Working Group and with the approval of the Parish Council.

Dissolution

The Working Group will be dissolved once its objectives have been attained and/or when at the Parish Council considers its services are no longer required.

Approved by:

Chilbolton Parish Council:D. Griffiths..... Date: ...15/5/2023.....