

Neighbourhood Plan Working Group – Terms of Reference

1. Great Bealings Parish Council ('GBPC') wishes to prepare and submit a Neighbourhood Plan ('NP') in accordance with the new planning guidelines. It has therefore decided to set up a Working Group ('NPWG') to draft the NP and carry out the relevant consultations.
2. The role of the NPWG will be to:
 - a. Obtain SCDC approval for the boundary of the NP and register GBPC's intent to submit same in due course.
 - b. Construct an outline of the NP and submit it to GBPC for approval.
 - c. Research and identify sources of funding required to complete the work on the NP.
 - d. Carry out such consultation, analysis, detailed survey work, etc., as may be required to provide the **evidence** supporting each element of the NP, including the drafting, distribution, collection, and analysis of a questionnaire to every household in the village, such questionnaire to be agreed by GBPC in advance.
 - e. Write the NP in final draft form for approval by GBPC prior to submission to SCDC for scrutiny in accordance with sustainability, conformity, and other matters.
 - f. Once approved for conformity by SCDC, liaise with them to arrange the referendum. It is a requirement of the process that the referendum is put to all households in the village and accepted by 51% of votes actually cast.
 - g. Upon approval by the referendum, submit the NP to SCDC for adoption.
3. The NPWG will be chaired by Eric Barnett representing GBPC, together with 5 other members. The NPWG may co-opt additional members in the case of need, for example the analysis and presentation of a specific element of the NP.