

## **Marden Parish Council**

### **Notes for the Neighbourhood Development Plan Steering Group**

The following notes will help clarify the roles and process of the Neighbourhood Development Plan Steering Group:

1. The Parish Council is the legally responsible body for the Neighbourhood Development Plan (NDP) and the Plan has to be submitted by the Parish Council (PC)
2. The NDP grant is paid to and must be spent by the Council on behalf of the Steering Group (SG) and in line with the application form budget
3. Membership of the SG should include Parish Councillors and members of the parish, ideally from all parts of the community. SG will be chaired by Cllr Parkes
4. The NDP process should bring together residents, businesses, local groups, landowners and developers to decide what needs to be agreed for the whole parish
5. The PC will approve 'Terms of Reference' for the SG
6. The SG will report to the Council at PC meetings and the PC must endorse decisions, payments and actions with PC meeting minutes
7. The NDP cannot be used to prevent development but it should use positive policies and criteria to define where and what type of development takes place
8. The Chair and Vice Chair of the SG act as facilitators for all discussion at meetings
9. The Parish Clerk will take minutes of meetings, liaise with Kirkwells on behalf of the SG Chair and PC and act as project administrator. This work will be paid by the Council
10. There will be an agreed timetable for actions and meetings. Dates of meetings will be published so anyone can attend. The Clerk will produce agendas for the meetings after liaison with the Chair
11. For the SG to be successful, members should:
  - include people with varying skills and expertise
  - take an active part in the meetings
  - make positive proposals when ideas are needed
  - ask questions if information is needed
  - offer alternatives to create agreement
  - build on proposals
  - test ideas rather than reject them out of hand
  - explain opposition and not just flatly reject
  - ensure discussions and decisions are for the benefit of the whole parish
12. Sub-groups or working groups can be set up to look at specific area or policies for the Plan and then report back to the full SG
13. The SG do not have to put things in legal terms as the draft plan will be written by Kirkwells, instead the SG will identify issues where policies are needed, using the results from the earlier questionnaire and building on them
14. The Plan could have one or more policies, which could, but do not have to:
  - identify where development can be and how many houses on each plot
  - state what type of property can be built
  - designate areas for open space, leisure, shops, business etc.
  - set criteria for development – such as having an Environment Agency assessment to confirm there is no increased flooding risk
  - identify a settlement boundary
15. Members of the SG will be unpaid volunteers, but refunding for agreed expenses for travel, postage, phone calls etc. is available within the NDP grant
16. Jobs for SG members, either in the full group or a sub-group, might include:
  - identifying land offered for development on the SHLAA document and deciding if such areas are to be identified in the Plan for development
  - reviewing the data held by Herefordshire Council about issues for the environmental assessment
  - writing detailed questionnaire, delivering it and then visiting to get responses
  - talking to local businesses and people who work in the parish to find out what they think and what they need to support business and what should go in a policy
  - helping to write a summary of the draft plan to go to every household, delivering it and then visiting to get responses
  - helping to write the consultation to get relevant, positive feedback
  - manning a stand for consultation events and helping residents comment positively
  - going out to households to get feedback if people cannot attend a consultation event
  - helping collate the feedback from the consultation process to send on to Kirkwells to include in the Revised Plan
  - co-ordinating the volunteers ensuring accurate records of mileage and expenses are kept, liaising with the Clerk to arrange payment
  - other jobs as they are identified by the SG

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