

Sutton Poyntz Neighbourhood Plan

Terms of Reference for Sub-Groups (Revision 1: 16/5/2017)

Evidence and policy development:

1. To clarify the key issues to be focused upon by the Sub-Group, given the Neighbourhood Plan objectives and findings of the initial consultation.
2. To review and write-up existing sources of evidence (e.g. statistics, reports) relevant to key issues, in order to assist the formation of Neighbourhood Plan policies.
3. To generate and write-up new evidence (e.g. local survey, photos), where it is helpful to do so, in order to assist the formation of Neighbourhood Plan policies.
4. To develop policy proposals for the Neighbourhood Plan, which are justified by the evidence and by local sentiment.
5. To ensure that policy development is taken forward with reference to relevant Local Plan and NPPF policies, given the need to avoid conflict with them.
6. To identify other actions deemed locally important, but which are not planning issues and which could be progressed outside the Neighbourhood Plan.

Working approach:

- a. To report progress to the Steering Group on a regular basis, including at its monthly meetings.
- b. To work in a structured way, writing up the evidence base and proposals for policies (the latter in a format to be confirmed).
- c. To share draft and final papers with the Steering Group and to maintain a record of decisions taken at Sub-Group meetings.
- d. To liaise with other Sub-Groups where there is joint interest in an issue, seeking to co-ordinate effort and avoid conflicting policy proposals.
- e. To contribute to community consultation exercises managed by the Steering Group and to communications material produced by the Steering Group.

Sub-Groups will be expected to undertake their work in line with the timescale that is set out in the Neighbourhood Plan Project Plan. They should not incur costs without the prior agreement of the Steering Group.