Terms of Reference for the
Timsbury Parish Council Neighbourhood Plan Steering Group

Background and Introduction

These Terms of Reference support the Neighbourhood Plan Steering Group, provides a structure around who will do what, and what the responsibilities of members are and the boundaries within which the steering group will operate.
A parish or town council may choose to establish an advisory committee or sub- committee under section 102(4) of the Local Government Act 1972 and appoint local people (who need not be parish councillors) to those bodies. Members of such committees or sub-committees would have voting rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989. This will be known as the Timsbury Neighbourhood Plan Steering Group (TNPSG): a group of people who are the driving force behind the consultation, communication, drafting, design and adoption of the neighbourhood plan for the village. Key members, the officers of this group, include the Chair, Vice Chair and Secretary. Timsbury Parish Council, as the qualifying body for the preparation of a Neighbourhood Plan for the civil parish of Timsbury, has resolved to establish a Neighbourhood Plan Steering Group.

Purpose of the Neighbourhood Plan

A Neighbourhood Plan (NP) is designed under the Local Government Localism Bill to give the Timsbury community a voice in deciding the look and feel of future development of their area whilst being sensitive to the local needs and heritage and environmental setting. It cannot stop development but it does enable the parish to influence and develop a shared vision including planning policies for the future development of land within the parish boundary. The plan, once adopted through a village referendum, will also sit within the BANES Local Plan and align with its core strategy, policies and aims but with influence on the local applicability.

Aim and Purpose of the Timsbury Neighbourhood Plan Steering Group (TNPSG)

Timsbury Parish Council will remain the accountable body for the Neighbourhood Plan with the TNPSG established to consult, communicate, design and develop the plan which preserves and enhances the parish consistent with the distinct character of Timsbury whilst allowing for sustainable development, social, economic and environmental well-being and future controlled growth. It is imperative that consultation takes place and representation is from a wide range of contributors so the plan accurately represents the views of the residents and other stakeholders. Once the NP is produced and agreed by the Timsbury Parish Council it will be forwarded for scrutiny by the Independent Examiner and then will be open for adoption by a village wide referendum. Once complete, the TNPSG can be disbanded.

Responsibilities and Objectives

The objective of the TNPSG is to produce a draft NP for Timsbury that, once approved by the Parish Council, can be submitted to BANES and onwards to the Independent Examiner.

To do this the TNPSG will be responsible for:

- Drafting the NP for Timsbury which reflects local concerns, interests and aspirations for the future controlled growth whilst enhancing the local area and being cognisant of the local heritage and environmental setting.
- Reporting directly to the Parish Council on progress.
- Advising, liaising and supporting the Timsbury Parish Council through the NP process by regular monthly reports to the Parish Council.
- Managing the production of the NP in a fair, democratic and transparent fashion.
- Encourage widespread participation from all members and groups within the local community.
- Nominate a Chair, Vice Chair and Secretary to ensure all decisions are fully evidenced and supported by consultations, surveys, public meetings or other means.
- Establishing a communications strategy and communicating progress to the community through print and social media and village notice boards and the Timsbury Parish website.
- Maintaining positive links with the BANES Planning officers and keep under review and changes to the National Policy Planning Framework and the BANES Local Plan.
- Preparing and present a budget for approval by the Parish Council and manage expenses within the approved budget.

Membership and Quorum

Membership of the TNPSG shall consist of representatives from a cross section of the local community, businesses and other stakeholders who are active within the parish.
Membership shall comprise an odd/uneven number and be no more than eleven members.
The members shall elect a Chair, Vice-Chair and Secretary, the Chair or the Vice Chair being a member of the Parish Council.
A quorum for the meeting will be when six members are present.

Frequency, Timing, Procedure and Organisation.

Meetings will be held monthly and formal minutes will be taken and published.
Each member will have one vote with decisions taken on a simple majority. In the case of a tie the Chair will have a casting vote.
All decisions are subject to ratification by the Parish Council and all contracts and purchases must be authorised and processed through the Parish Council Responsible Finance Officer.
The TNPSG will need to establish sub groups with interest and expertise in specific areas these groups are likely to be, but not limited to:

Environment and Ecology
Planning and development/Housing and Design
Historical, heritage, landscape and Local Green Spaces
Community Facilities and services/Infrastructure
Roads/Transport**/**movement
Communications (outwards, internal and consultation with villagers – the community voice.)
Project Management – governance and financial

These specific and specialist groups will:

- Focus their attention on the area for which they have responsibility.
- Engage with individuals and relevant groups involved with the issue in Timsbury.
- Keep the TNPSG fully informed of their intentions and of their progress.

Key principles for members of all groups:

- To plan for sustainable development to benefit the community, whilst preserving the distinctive character and special features of the parish of Timsbury
- To take account of the stated views of residents, community organisations, businesses, landowners and appropriate statutory bodies.
- To facilitate public involvement in and transparency of the process by publishing all key documents in line with the TNPSG Communications Strategy including on the intended Neighbourhood Plan area of the Timsbury Parish website (www.timsburyparish.gov.uk.).

<u>Declarations of Interest</u>

All members of the TNPSG must declare any personal or financial interest that could be perceived as being influential to the drafting of the NP. This may include membership of an organisation, ownership of interest in land or a business or potential developments, interest in planning applications, membership of other statutory bodies or other matters relevant to the work of the TNPSG.[i]

TNPSG
Org & Structure

Ser	Appointment	Name
1	Chair	Deborah Griffin
2	Vice/Deputy Chair	Paul Carroll
3	Project manager	Ian Scarth
4	PM – Financial Controller	Shaun SMG
5	Secretary	Deborah Griffin
6	Communications lead	Paul Carroll
7	Working groups - Environment and Ecology - Planning, development and design - Roads, transport and movement - Heritage, history, landscape and Local Green Spaces - Facilities, services and employment	 Dave Watson Sue Walker Jacqui Grainger Shaun SMG Dan Mogg Amanda Constantinidi Ian Scarth Shaun SMG Paul Carroll Jon Griffin Antony Constantinidi Jacqui Grainger Jayne Langley Deborah Griffin

Structure:

Top Level — Parish Council

Mid Level — Timsbury Parish Council Neighbourhood Plan Steering Group

Lower Level — TNPSG Working Groups
Currently planned:
x 5
Environment and Ecology
Planning, development and designed
Roads, transport and movement
Heritage, history, landscape and Green Spaces
Facilities, services and employment

[i] Accepted and agreed at Timsbury Parish Council Meeting on 2 February 2026