

Neighbourhood Plan Working Group – Terms of Reference

- 1 Bredfield Parish Council ('BPC') 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 BPC's intent to submit same in due course.
 - b Construct an outline of the NP and submit it to BPC 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 BPC in advance.
 - e Write the NP in final draft form for approval by BPC 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.

The NPWG will be chaired by Sir Nicholas Young, together with 2 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.