



Redgrave Neighbourhood Plan Update Steering Group Terms of Reference

1. Purpose

The primary purpose of the Redgrave Neighbourhood Plan Update Steering Group (“the Steering Group”) is to prepare a review and update of the Redgrave Neighbourhood Plan (made 2022), on behalf of Redgrave Parish Council, in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended).

The reviewed Neighbourhood Plan will set out updated policies and proposals that reflect changes in national and strategic planning policy and address the aspirations of the Redgrave community.

2. Role and Responsibilities

In undertaking this role, the Steering Group shall:

1. Ensure that all relevant Neighbourhood Planning legislation, including the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, is followed in the preparation and submission of the updated Neighbourhood Plan.
2. Establish and maintain a project programme, including key milestones and an indicative budget, for the preparation of the Neighbourhood Plan update.
3. Seek appropriate grant funding or other financial support to meet the costs of developing the updated Plan.
4. Plan, manage and monitor expenditure incurred in the preparation of the updated Plan, and report regularly to Redgrave Parish Council on financial matters.
5. Report regularly to Redgrave Parish Council on progress, issues arising, and recommendations relating to the emerging content of the Neighbourhood Plan.
6. Ensure that the parish and wider community are kept informed of progress, including through the publication of Steering Group agendas and minutes on the Redgrave Neighbourhood Plan website with appropriate links on the parish website and updates on the village noticeboards.
7. Seek and analyse the views of the whole community, including residents, community groups, businesses, landowners and other relevant stakeholders, to inform the update of the Neighbourhood Plan.
8. Liaise with Mid Suffolk District Council, Suffolk County Council, statutory consultees, and other relevant bodies to ensure that the updated Plan is effective and remains in general conformity with local and national planning policy.
9. Be responsible for commissioning, considering and analysing evidence, drafting revised policies, and producing the updated Neighbourhood Plan, with support from any appointed external planning consultant.

3. Membership

- The Steering Group shall consist of up to 10 members, including:
 - Representatives of Redgrave Parish Council; and
 - Other interested members of the community, as approved by the Parish Council.
- All members shall adhere to the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The Steering Group shall elect:
 - a Chairperson;
 - a Vice-Chairperson; and
 - a Treasurer (if required).
- A Clerk/Secretary shall be appointed to support the Steering Group, including taking minutes and circulating actions.
- Members must declare any personal or pecuniary interest that could reasonably be perceived as relevant to the work of the Steering Group. This includes, but is not limited to:
 - ownership or interest in land or property;
 - business interests;
 - membership of organisations with a stated position on development or planning matters.

Where appropriate, members with a declared interest may be excluded from discussions or decisions, or from membership of the Steering Group, in order to safeguard transparency and public confidence.

4. Meetings

- The Steering Group shall normally meet monthly, or more frequently if required.
- Notice of meetings shall be given to members by email at least five working days in advance, except in exceptional circumstances.
- Meeting notices shall include details of the matters to be discussed.
- A quorum of four (4) members shall be required to conduct business.
- Decisions on operational matters relating to the process of preparing the Plan shall be made by a majority vote of members present and voting. In the event of a tied vote, the Chairperson shall have a casting vote.
- Decisions relating to the content of the Neighbourhood Plan shall be made by Redgrave Parish Council, following consideration of recommendations made by the Steering Group.
- Draft minutes shall be circulated to Steering Group members within five working days of each meeting and published on the Redgrave Neighbourhood Plan website once agreed.

5. Working Groups

- The Steering Group may establish working groups to carry out specific tasks or thematic work (e.g. housing, environment, transport, community facilities).
- Each working group shall have a nominated Chairperson, who does not have to be a member of the Steering Group.
- Working groups do not have authority to commit expenditure or make decisions on behalf of the Steering Group.
- Chairs of working groups shall report back to the Steering Group as agreed.

6. Finance

- A clear and auditable record of all expenditure shall be maintained, supported by receipted invoices where appropriate.
- Members of the Steering Group or its working groups may reclaim reasonable expenses necessarily incurred in the preparation of the Neighbourhood Plan update (e.g. travel, postage, stationery), in accordance with procedures agreed by the Steering Group and Parish Council.
- Overall financial oversight shall rest with Redgrave Parish Council, with day-to-day monitoring delegated to a nominated Parish Councillor or officer.

7. Consultations

- Public consultation will be undertaken at appropriate stages, including:
 - consultation on emerging policy ideas; and
 - statutory consultation on the draft updated Neighbourhood Plan.
- Consultations shall be inclusive and accessible, typically held in open forums or drop-in events over one or more days to allow sufficient time for consideration and comment.
- Members of the Steering Group and Parish Council shall be available during consultations to answer questions and record feedback.
- Following consultation, any revised draft of the Plan shall be considered by the Parish Council before submission to Mid Suffolk District Council, independent examination, and referendum.

8. Changes to the Terms of Reference

These Terms of Reference may be amended or supplemented by a majority vote of the Steering Group, subject to the approval of Redgrave Parish Council.

9. Addendum: Role of the Chair

The Chair of the Steering Group shall:

- Ensure that the Steering Group understands and delivers its purpose.
- Oversee the governance of the Steering Group and ensure compliance with these Terms of Reference and the Nolan Principles.
- Liaise with the Clerk and any external consultant on meeting agendas and work programming.
- Make recommendations to the Steering Group and Parish Council regarding skills, experience and resources required to complete the Neighbourhood Plan update.
- Chair meetings effectively, ensuring balanced participation, timely decision-making, and fair consideration of all viewpoints.

Appendix:

1. Relationship of the Redgrave Neighbourhood Plan Update Steering Group to the Redgrave Parish Council.

Relationship between RNP Steering Group and Redgrave Parish Council

Status of the Steering Group

In formal terms, the Steering Group (SG) has no independent legal status. The Parish Council is the qualifying body and plan-maker, and the SG operates entirely under the Council's authority. The relationship is one of delegation, not partnership or independence.

The Redgrave Neighbourhood Plan Update Steering Group has been established by Redgrave Parish Council to undertake evidence gathering, community engagement and drafting work on its behalf. The Parish Council retains overall responsibility for the Neighbourhood Plan, including approval of all statutory stages.

1. What the Parish Council must formally agree

For a neighbourhood plan review or update, the Parish Council (as the qualifying body) should formally resolve to agree the following key stages, with decisions recorded in the minutes:

a. Decision to review the Neighbourhood Plan

The Council should pass a resolution confirming:

- that it has reviewed the made plan; and
- that it intends to undertake a review/update.

b. Scope of the review (light-touch vs full update)

The Council should agree:

- whether the review is:
 - a light-touch update (non-material modifications), or
 - a partial or full update (material changes); and
- which chapters or policies will be revised.

c. Approval of the revised draft for consultation (Regulation 14)

Before public consultation, the Council **must** resolve to:

- approve the draft revised Plan; and
- authorise the Regulation 14 consultation.

This is a **Statutory requirement**

The decision must be minuted

d. Submission of the Plan (Regulation 15)

The Council **must** formally agree to:

- submit the revised Plan to the Local Planning Authority; and
- approve the accompanying documents (Consultation Statement, Basic Conditions Statement, etc.).

This is a **Statutory requirement**

The decision must be minuted

e. Decision following examination

After the examiner's report, the Council **must** decide:

- whether to accept the recommendations; and
- whether to proceed to referendum (if required).

This is a **Statutory requirement**

The decision must be minuted

f. Decision to proceed to referendum and “making” of the Plan

Although the Local Authority runs the referendum, the Parish Council should:

- formally note the outcome; and
- resolve to support the Plan being made.

2. What the Parish Council does *not* need to agree formally

The Parish Council does not need to pass resolutions for:

- individual wording changes;
- technical evidence updates;
- officer or consultant working drafts;
- informal engagement events;
- minor factual or policy-reference corrections.

These can be:

- delegated to a working group or steering group; and
- reported back to Council at agreed milestones.

This is entirely normal and Examiners do not expect micromanagement

3. What examiners and LPAs look for

Examiners and local planning authorities typically look for:

- clear evidence that the Parish Council:
 - initiated the review;
 - agreed its scope;
 - approved consultation and submission; and
 - endorsed the final outcome;
- a clear audit trail in the minutes showing democratic control.

They do **not** expect:

- votes on every change; or
- repeated resolutions at each drafting iteration.