**Name of Group:** Oakley Neighbourhood Development Plan Steering Group

**Title:** Terms of Reference – September 2014 (issue1)

**Purpose/role of group:**

The Steering Group has been delegated by Oakley Parish Council the task of leading the development of the Oakley Neighbourhood Development Plan. There is a wide range of skills sets within the membership of the group which should prove to be of great benefit in moving the plan forward.

The Steering Group will work with Bedford Borough Council in developing their plan and hope to build a close relationship with the Local Planning Authority (LPA) to ensure, where possible, alignment of Local Plan and Neighbourhood Plan.

The following are important issues that the Steering Group would like to see addressed by the plan:

* Understanding housing needs and types, tenure, scale of development
* If an established housing need, the plan will look to identify sites
* Protecting green spaces of significance
* Protecting views across the countryside
* Non-coalescence with local villages and Bedford town
* Maintaining a sustainable community (including sustainable business)
* Ensuring adequate schools infrastructure and capacity to accommodate population growth
* Connectivity – footpaths and cycleways

The designated plan area is the whole parish of Oakley. Bedford Borough Council (BBC) has approved the designation of a number of neighbourhood areas to date, with Oakley’s neighbourhood area designated in November 2013.

**Membership:**

The Steering Group has the following members:

 Cllr. Pat Olney (Chair), Cllr Jane Walker, Cllr Richard Baily, Cllr Gerry Sansom, Tony Atkinson (resident), Justin Wickersham (resident), Nick Saunders (resident), Rob Musgrave (resident) and Ann Paice (Secretary).

 Other residents may be co-opted onto the steering group, as necessary.

**Deliverables:**

The key deliverable will be the production of a formally adopted Neighbourhood Development Plan based on the information gathered from the residents and businesses within the Parish of Oakley.

**Methodology:**

For the neighbourhood plan to reflect the views of those living, working and running a business in the parish of Oakley, it is important that opportunities to consult on key issues, options and proposals, and to feed into the process of developing the plan, are made available to all who wish to get involved.

The Steering Group is keen that the plan for the parish should belong to those living and working in the parish and recognises that the views of the community and stakeholders are needed to shape the plan as it is developed. Engagement and consultation will run throughout every stage of the plan

**Timeframe:**

The overall time frame will be influenced by the timescales set for the Bedford Borough Council Local Plan. We are currently looking at completing the referendum in April 2016, but this date could be subject to change.

**Reporting:**

The Steering Group will be accountable to and will report progress to the Parish Council at the monthly Oakley Parish Council meeting.