



# Chiddingtonstone Our Place, Our Future

## 20 Year Neighbourhood Plan

### Steering Committee Terms of Reference

#### **Purpose**

The Steering Committee will guide the preparation of the Chiddingtonstone Parish Neighbourhood Plan. Its role is to co-ordinate activities, engage the local community, and ensure that the plan reflects parish priorities while meeting statutory requirements.

#### **Membership**

- Members will include Parish Councillors and representatives from across the local community
- The Parish Council will approve appointments to the Committee to ensure that they reflect a broad demographic.
- Additional advisors or organisations may be invited to contribute where appropriate.

#### **Responsibilities**

The Steering Committee will:

- Plan and oversee community engagement, including surveys and events.
- Review evidence and identify key issues and potential policies for the Neighbourhood Plan.
- Contribute to drafting consultation documents and plan content.
- Make recommendations to the Parish Council, which will remain the formal decision-making body.
- Work in a collaborative and transparent way, declaring any conflicts of interest.

#### **Meetings**

- The Committee will meet monthly, with additional email or online meetings as required.
- Meetings will be chaired by an appointed member.
- Brief notes of meetings will be recorded and shared.

#### **Reporting**

- The Steering Committee reports to Chiddingtonstone Parish Council.
- Regular progress updates will be given at Parish Council meetings.
- Only the Parish Council can approve consultation drafts or submission documents.

#### **Duration**

The Steering Committee will remain in place until the Neighbourhood Plan has been formally ratified by the Sevenoaks District Council, unless ended earlier by the Parish Council, and continuity of membership would be welcomed to ensure consistency.