

# Hartest Parish Council Neighbourhood Plan Project

## Terms of Reference for the project

### 1. Introduction

Following consultation with all residents via an information sheet, a questionnaire and a public meeting in 2013, Hartest Parish Council has decided to develop a Neighbourhood Plan.

### 2. Purpose and scope of the plan of the Hartest Plan

The purpose of the Plan is to provide an approved, legally recognised, planning document. This will describe how Hartest might develop as a sustainable, mixed, thriving community of residents and businesses over the next 30 years.

The recommendations for any development will be driven by the expressed views of the current community, informed by analysis of the historical and current physical characteristics and demographic composition of the village, with research into and discussion about likely future development needs.

The community has already emphasised the need to retain the important and much valued aspects of the present village environment through their responses during initial meetings and in questionnaire feedback. This will form an essential part of any recommendations for future development.

The plan will be confined to the Hartest Parish boundary. It will include a summary of views, needs and planning aspirations of all residents regarding a wide range of aspects of the village environment. It will identify:

- the predominant 'Character' of the various areas within the Parish, including a physical description of surrounding landscapes and the houses;
- the demographic development of the village over the past 30 years and consider likely changes in the future;
- the likely requirements for the range of accommodation needed for a sustainable mixed community of businesses and homes;
- those valued environmental, material and social assets which must be protected;
- possible locations which may provide suitable sites for development and the planning restrictions necessary to protect the character of the village.

While the provision of homes for villagers with a range of needs will be addressed as a key focus of the Plan, it will also consider the transport; education; health and wellbeing; leisure; employment, energy and communications requirements needed to support our community in the future.

### 3 **The development of the plan.**

#### Working party

The Parish Council has delegated the development of the Plan to a working party consisting of three Parish Councillors and other residents. The group has a wide range of local knowledge, skills and expertise in creating sustainable living environments. Any other residents can attend its formal meetings and others, including non residents, may be invited specifically to add expertise during the process.

It will meet monthly on average. Meetings will vary in purpose and style; some will be meetings of the working party, others may be informal and based on smaller groups working to research and collate information. Some meetings will involve activities with the village community within the Parish.

#### The process

The Parish Council recognises that the plan will only be valid and successful if it is created by the people who live and work in the village and it reflects their majority view.

It is intended that the whole community will be invited to take part in a variety of activities to achieve this objective. These activities will aim to: enable residents to look at the village from different perspectives; explore all the issues involved in developing a desirable and sustainable environment for the future and make an informed decision of how these developments might take place.

Community groups, including the Church; WI; bowls; gardening; youth, martial arts and art groups will be invited to hold their own activities relating to formulation of the plan. We very much hope that the school will play an important part in involving the younger generations in the village.

#### Timeframe

The broad timeline and a list of the activities planned to date are included as Appendix A. Currently the intention is to create a plan for submission to the Council by June 2015.

### 4 **Communications strategy** - recording progress and keeping the village informed about future meetings and activities.

Minutes will be taken at formal meetings. Summary notes with conclusions and recommendations for further action will be made after all activities. Research summaries will be presented to formal meetings and shared informally. Monthly reports on progress will be given to the Parish Council meeting. Minutes of Parish Council meeting are posted on the village website and if possible there will be a Neighbourhood Plan page on this website containing information on progress.

A broad a range of media will be used for effective communication in order to reach all groups in the village. Newsletters delivered to all premises; updates in the

monthly church magazines and notices on village boards have been used and where appropriate social media, e mail etc will be used in the future.

## **Appendices**

- A Anticipated timeline and planned activities to date
- B Village boundary map
- C List of regular members of the working group