

# Neighbourhood Planning - Steering Group Members

## The Chairman

- Responsible for arranging and chairing meetings of the Steering Group
  - Ensuring that the Terms of Reference are adhered to
  - Ensuring that the agreed Project Plan and Timescale is followed
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## The Project Coordinator

- Responsible for compliance to the NP process and regulations
  - Liaison with Wiltshire Council Link Officer
  - Prepare and submit the NP Application
  - Prepare a Project Plan and Timescale
  - Prepare and submit the NP Application
  - Arrange display media for community engagements
  - Collate and manage the Evidence Base of the NP
  - Implement and manage a community communications system
  - Prepare reports for SEA/SA/HRA, Scoping, and Draft Plan
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## The Link Officer

- To advise on the process of Neighbourhood Planning
  - To provide guidance when necessary to comply with regulations
  - To provide information, mapping data, and display media upon request
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## The Community Area Councillor

- To advise on compatibility with the Community Area strategic planning assessment
  - To advise on cross-Parish planning issues arising from adjacent Wiltshire Parishes
  - To liaise with Wiltshire Council on support and resources where necessary
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## The Administrator

- To assist the Chairman in creating and distributing the meeting agendas
  - To take notes and actions arising from meetings
  - To prepare the minutes of meetings
  - To track actions arising from meetings for completion
  - To assist the Project Coordinator in ensuring proper records are maintained
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## The Theme Leader / Focus Group Facilitator

- Engage with lead representatives of all Theme organisations to gather aspirations
- Consolidate issues and objectives for all Theme organisations
- Represent the views and aspirations of the Theme in Steering Group meetings

The Main Themes:      Amenities, Conservation, Economy, Environment, Housing, Services

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