



## **UPC UWLNP Working Group Terms of Reference – Version 2 February 2023**

The UWLNP Working Group (WG) comprises members of Urchfont Parish Council (UPC) and volunteers from the local community proposed by UPC or the WG and appointed by UPC. The size of the Group may vary but ideally be between 7 and 9 members. At least 2 of these members must also be members of UPC.

The WG quorum would be at least 50% of the Group membership.

Current members are: Stuart Davies, Trevor Hill, Simon Holt (UPC), Linda Jennings, Malcolm Turner (UPC) and David Mottram.

The main aim of this WG is to develop the next iteration of the UWLNP and associated documents which was made in April 2017. This will allow managed growth and development of housing, community assets, and infrastructure, for the period 2026 to 2036. The WG will also make any updates to the current plan which are allowable under current regulations.

In developing the UWLNP, the WG will make its recommendations to UPC which is the qualifying body.

In undertaking these tasks, the WG will:

1. Review the Current Plan
  - 1a. Update and correct it in the light of changing guidance, law, and the requirements of the parish. Also update the plan to incorporate any changes which may affect housing development since the plan was made. (Examples are: more working from home; extra traffic delivering parcels, groceries etc.; potential impact of Devizes Gateway station; and the provision of affordable homes including rural exception sites.)
  - 1b. UPC, and particularly those councillors who are members of the working group will continue to ensure that they and Wiltshire Council take the current UWLNP into account when assessing new planning applications
  - 1c. Ensure that on a rolling basis Wiltshire Council and UPC have a common agreement of the housing supply within the Parish for the next 5 years. This may entail both removal of, and additions to, the list of approved sites.
  - 1d. Keep a log of progress against the plan and issue it to UPC on a regular basis.

- 1e. Review and update the non-housing development action list produced. This can be found as the 'UPC Action Plan' in the list of UWLNP associated documents on the Parish Website.
2. Develop the next version of the UWLNP. This will take account of changes in the area and environment since the first plan was published. It will also involve a review of the objectives, policies, and the site assessment process. All lessons learnt from the development and implementation of the current plan will be taken into account.
3. Ensure that the review is community led. This means that the community is kept fully informed of what is being proposed and can make their views known throughout the process.

Working Group meetings are not open to the public and cannot take decisions on behalf of the UPC. Any proposed public consultation meeting should be agreed by UPC and could be hosted by UPC as a non-decision making event to gather wider public input for the working group to consider. These should not be held on a regular basis but at key points when considered necessary and sufficient progress has been made. The public will otherwise be kept informed of working group progress by the monthly reports to UPC.

4. These ToR's will be subject to continual review.