

### Terms of Reference: Stoke Bishop Residents Planning Group (Draft 3)

- The objective of the Stoke Bishop Residents Planning Group ('the Group') is to facilitate community involvement in respect of potential and actual developments (including buildings, open spaces, and tree works) within, and adjacent to, those parts of the Stoke Bishop ward not already covered by the Sneyd Park Residents Association (SPRA) ('the local area').
- It will be open to any interested resident of the local area, and will annually appoint a Convenor and elect a Committee. It will seek to include at least one of the current-year's ward representatives on the Stoke Bishop Neighbourhood Forum (NF), and an elected ward councillor, to facilitate liaison between the Group and the NF, and its wider awareness and accountability within the local area.
- In pursuit of its objective, the Group will receive relevant information, seek to ensure it is disseminated to interested people in the local area, facilitate community appraisal of relevant developments, and issue appropriate responses on behalf of the Group or take other appropriate action to attempt to influence the proposed development in the interests of the local area.
- The Group will establish formal links both to the city-wide Neighbourhood Planning Network (NPN) and the ward NF, receiving information on pre-application planning proposals from the former and having the opportunity to report to each meeting of the latter via an agenda standing item.
- Its oversight of the dissemination and consultation on such pre-application proposals will be mindful of the Bristol City Council's *Statement of Community Involvement* (October, 2008) and its subsequent *Guidelines for Pre Application Community Involvement* (April, 2011).
- Where action is taken on behalf of the Group, decisions to do so can be taken by electronic means if deemed the most effective process in particular instances.
- Local dissemination will be whatever channel(s) is deemed most effective, given the nature and timing of a particular issue.
- In discussion with the ward's elected Bristol City Councillors, the Group will advise the NF of any projects it considers of sufficient importance to the local area to warrant a specific discussion agenda item at a forthcoming NF or, exceptionally, at a specially-convened NF meeting.
- Where projects overlap or lie close to the border with other wards' Resident Planning Groups (RPGs) and/or the SPRA it will liaise with other stakeholder Groups as appropriate.

- The Group will consider which, if any, subsequent formal planning application it wishes to review.
- The Group will also keep under review whether to extend its remit to other potential related activities, such as the preparation of local plans under the powers made available to RPGs under the Localism Act.
- The Group will make an annual report to the AGM of the ward NF (in early summer).
- The Group will review its composition and remit annually.