

**SoWN Working Groups
Guidance**

SoWN's thematic groups will meet to develop their objectives in the five main themes covered in the South Bank and Waterloo Neighbourhood Plan. There are 6 SoWN working groups:

- Streetscape and transport
- Development
- Housing
- Retail
- Green infrastructure and air quality
- Social infrastructure

A seventh working group made up of representatives from WCDG, SBEG, Waterloo Quarter BID and Councillors from Bishops' and Cathedral's Wards will be established to compile and assess project ideas from the working groups. This group will produce a list of priority projects for Community Infrastructure Levy spend, which will form a part of the South Bank and Waterloo neighbourhood plan.

1. Membership of groups is open to all SoWN members and associate members, but there should ideally be a minimum of five volunteers to take any theme forward and a maximum of 20 people.
2. Each group will include at least one member of the SoWN steering group to ensure that progress is reported and any conflicts between objectives being developed in different groups can be identified and resolved
3. Steering group members are encouraged to attend more than one thematic group. Should more than one steering group member attend any thematic group they must collectively agree who should report progress back to the steering group meeting
4. Thematic groups should decide how (if at all) they should be constituted. Group meetings should be chaired and key points recorded. Where possible, notes will be prepared by the SoWN administration
5. Where available, the following additional experts should be invited to participate in an advisory capacity:
 - a. Local authority planning policy
 - b. Local authority officers with understanding of the relevant theme (e.g. transport planners, housing strategists etc)
 - c. Other technical, legal and planning policy experts
6. Groups may decide the frequency of their meetings, but the period for the development of a list of thematic objectives (rather than specific policies) is Mid August to end of September. Work must be completed by this point.
7. The SoWN administration can help groups find meeting rooms and provide other support as necessary.

Once working groups have agreed their objectives, they should hold wider discussions and debates within the wider community to test their acceptability. Informed by the reaction from the community and the overarching objectives, the steering group will then agree the final objectives for the plan, which will be translated into formal policies.