

Development of Ditchling's Neighbourhood Plan

Purpose of the Project

To produce a set of policies, acceptable to a majority in a Parish referendum which will by 2030 have:

- 1 Conserved what is best, most distinctive and most valued by the community
- 2 Provided in a sustainable way for the social and economic needs of the community that have been identified as lacking in 2013
- 3 Successfully integrated new developments and other changes into the community, as required under the SDNPA/LDC Local Plan, with the appropriate provision of social and economic services, without loss of those things most valued by the community
- 4 Conserved and enhanced the environment in which the community lives and optimised the potential recreational and other opportunities it offers parish residents
- 5 Set a policy framework to sustain the community to 2030 and beyond taking into account anticipated demographic and other changes

Neighbourhood Plan Steering Group

Terms of Reference

The Steering Group will comprise three component parts:

The Project Management Team

The Project Management Team will comprise a cross section of residents, no more than ten in number, tasked with taking the Neighbourhood Plan forward, collecting evidence and developing policy options. **Fundamental to its way of working will be proactive and continual communication and engagement with parish residents and interest groups throughout the project.**

Specifically the PMT will:

- Progress the project and report back regularly on progress to the Advisory Team
- Collect the information necessary for the formulation of evidence-based policy options
- Obtain whatever information that cannot be obtained from official sources from residents and special interest groups.
- Conduct an audit of existing parish facilities and services and identify what purpose they serve in promoting social, economic and environmental development.
- Analyse the information amassed and identify what is lacking in the current facilities and services

provision and the issues pertinent to the sustainable future of the Parish up to 2030 and beyond.

- Work closely with the South Downs National Park Authority and Lewes District Council to determine the local authority strategic demands placed on the parish.
- Consult with the Advisory Team on matters needing planning expertise and/or local authority information and report back regularly to it on progress
- Co-opt people as necessary to provide special knowledge and/or expertise or to undertake specific tasks.
- Conduct a comprehensive consultation exercise with residents and special interest groups to determine their vision of the parish in 2030 and their view of the policies needed to address the issues identified.
- Produce effective, evidence-based draft policy options addressing the social, economic and environmental development of the Parish up to 2030.
- Test the draft policy options on the Advisory Team
- Submit the final draft plan to the Parish Council
- Assist as necessary with the submission to the Independent Examiner and the subsequent referendum

The Advisory Team

The Advisory Team will comprise, no more than eight in number, Parish Councillors nominated for the planning and/or local authority knowledge they can contribute.

Specifically the Advisory Team will:

- Agree with the PMT the Steering Group's Terms of Reference
- Agree with the PMT the nature of the consultation exercise with residents and special interest groups
- Ensure that Declarations of Interest are obtained for all those participating on the Project Management Team and the Advisory Team
- Monitor and report back project progress to the Parish Council
- Provide individually and collectively, as required, specialist knowledge and expertise to the PMT
- Test the draft policy options for their effectiveness and conformity with local authority strategic requirements and ensure that the plan as a whole is credible and meets with all the legislative and other requirements
- Arrange for a Sustainability Appraisal and Appropriate Assessment to be carried out on the Plan.

The Street Representatives

The Street Representatives will, collectively, comprise a nominated resident in every street, not being members of the above, to act as an informal on-going link between the residents in their streets and the PMT in addition to the official consultation process with all residents and special interest groups that the PMT will conduct.

Specifically the Street Representatives will:

- Act as the on-going link between the residents in their streets and the PMT feeding information both up and down
- Hold, as appropriate, meetings with residents in their street
- Participate in and assist the PMT in the management of the formal consultation process with residents and special interest groups

Protocols

It will be incumbent on the component parts of the Steering Group to ensure that there is no discrimination in the project process and that it is an inclusive, open and transparent process to all residents and special interest groups in the Parish.

The Declarations of Interest will include any personal interest that is, or may be perceived as, relevant to any policy options formulated by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Meetings of the Project Management and Advisory Teams will take place on a regular basis in accordance with the needs of the work in hand.

The composition and structure of the Steering Group will be kept under constant review.