

Ditchling Parish Council Neighbourhood Plan Steering Group Terms of Reference

The Neighbourhood Plan must be in line with wider ambitions for growth and sustainability in both Lewes District Councils and the SDNP development plans.

1. Purpose and Mission Statement

The purpose of the Steering Group is to develop and oversee a process that will result in the preparation of a Neighbourhood Plan for Ditchling in order to:

“Preserve and enhance the built, natural and historical environment of both the local area and the distinctive character of Ditchling, whilst allowing for sustainable economic and social growth and development”

The process will be:

Inclusive – offering the opportunity to participate for everyone who lives or works in Ditchling

Comprehensive – identifying all the important aspects of life in Ditchling for which we need to plan for the future

Positive – bringing forward proposals which will improve the quality of life in Ditchling.

2. Tasks

The Steering Group will:

Prepare an outline process for producing the Neighbourhood Plan

Assess existing evidence about the needs and aspirations of the Parish

Work in close collaboration with Lewes District Council and the SDNP and agree a project timetable and delivery plan, ensuring compliance with legal requirements.

Agree a project communication, consultation and engagement strategy

Ensure that there is transparency throughout the delivery process.

Approve all consultation documents prior to publication

Analyse the views, ideas and proposals received during the planning process and use them to prepare the draft plan

Work with Lewes District Council and the SDNP to ensure compliance and conformity of the final plan in parallel with their strategic planning framework

Actively publicise the Neighbourhood Plan prior to referendum

Keep Ditchling Parish Council fully informed of progress and present Steering Group Minutes.

3. Membership and Quorum

Membership of the Steering Group shall be drawn up from members of Ditchling Parish Council elected members. It should also include Ditchling Parish Clerk, Project Officer, and a Senior Planning Officers from Lewes District Council and the SDNP.

It shall also be open to all interested parties living or working in the Parish.

Membership of the Group shall comprise no more than 12 persons.

The Steering Group shall be quorate when one third of members are present