

# **STEERING GROUP – NEIGHBOURHOOD PLAN**

## **TERMS OF REFERENCE**

### **Objectives**

To create a Neighbourhood Plan for Crowborough and Jarvis Brook. The plan will have statutory status and will have impact on decisions that may be taken by Wealden District Council once adopted.

### **Structure and Membership**

The Steering Group will be responsible for the production of the Neighbourhood Plan for adoption by Crowborough Town Council.

The Steering Group will be responsible for fulfilling the Neighbourhood Planning requirements prior to the adoption of the plan.

The Steering Group will oversee and review the proposals and backing evidence of the four Working Groups being: Community Facilities, Environment, Housing and Transport and Commercial.

### **Reporting**

The Steering Group will report to the Planning and Development Committee which in its turn reports to Crowborough Town Council.

The Steering Group will receive reports, proposals and backing evidence from the 4 Working Groups.

### **Scope of Responsibility**

The Chairman of each Working Group will be responsible to the Steering Group for reporting on Group minutes, proposals and supporting evidence to support their positions.

The Steering Group will manage the proposals and supporting evidence in order to complete the final version of the Neighbourhood Plan.

The Working Groups and Steering Group will have the support of an authorized Consultant.

### **Approval Process**

The completed Neighbourhood Plan will be approved by all relevant parties as laid down in the Neighbourhood Plan process documents – namely submission to the Local Planning Authority, an independent Examination prior to going to referendum of members of the public in the Neighbourhood Area.

If and once approved the Neighbourhood Plan will be adopted by Crowborough Town Council and will be a statutory document which Wealden District Council must take into account when making decisions affecting the Neighbourhood Area.