

Environment Group – NEIGHBOURHOOD PLAN TERMS OF REFERENCE

Main Objectives:

To create proposals and evidence in regard of the built and natural environment in order to create the Neighbourhood Plan for Crowborough Neighbourhood Area.

To produce such proposals and evidence within the frame agreed by the Steering Group.

Detailed Objectives:

Prepare background evidence on the built and natural environment of the Neighbourhood Area, including:

- Character Area Assessment;
- Ecological assessment;
- Historical assessment.

Structure and Membership

The Working Group committee will be formed by individuals, representing themselves or interested parties or otherwise within the Neighbourhood Area.

Each committee will elect a Chairman.

The elected Chairman will be responsible for calling meetings of the Working Group and circulating an agenda prior to each meeting. The elected Chairman will be responsible for the conduct of meetings, which will also be open to members of the public.

The elected Chairman will ensure that the minutes of each meeting are taken and distributed to relevant parties.

Reporting

The Working Group will report to the Steering Group.

Scope of Responsibility

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

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

The Working Group will be allocated time within the agenda of each Steering Group meeting.

The Working Group will have the support of an authorised Consultant.

Approved Process

The Steering Group will complete the Neighbourhood Plan and it will be approved by all relevant parties as laid down in the Neighbourhood Plan process documents – namely submission by Crowborough Town Council to the Local Planning Authority, an independent Examination prior to going to a referendum of members of the public in the Neighbourhood Area.

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