

## **TERMS OF REFERENCE FOR RINGMER NEIGHBOURHOOD PLAN REVIEW STEERING GROUP**

### **Background and history**

In order for the Plan to be established a Steering Group was formed. Members of the Steering Group met with residents and worked with the Community of Ringmer to assist with the formulation of the Plan. A considerable amount of work was required to ensure the Plan went through various regulations such as:

- a) Neighbourhood Area Designation Application (Regulation 5 and 6)
- b) Neighbourhood Area Designation (Regulation 7)
- c) Pre Submission (Regulation 14)
- d) Submission (Regulation 15)
- e) Publicising a Plan Proposal (Regulation 16)
- f) Publication of the Examiner's Report and Plan Proposal Decisions (Regulation 18)
- g) Referendum
- h) Decision on the plan proposal (Regulation 19)
- i) Publicising a Neighbourhood Development Plan (Regulation 20)

The Ringmer Neighbourhood Plan - 2020 was adopted on 16<sup>th</sup> September 2016.

### **Current Position**

Ringmer Parish Council has agreed that an updated plan should be created.

#### **1. Purpose**

- a) The main purpose of the Ringmer Neighbourhood Plan Review Steering Group is to oversee the preparation of the Neighbourhood Plan for the Parish of Ringmer in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Lewes District Council to become Planning Policy.
- b) The Steering Group will engage the local community to ensure the plan is truly representative of the ambitions of the Parish of Ringmer. The Steering Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process. These terms of reference will be in force until end of May 2027.

#### **2. Principles**

- a) The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b) All decisions made shall be fully evidenced and supported through consultation with the local community.

### **3. Roles and Responsibilities**

In order to achieve this, the Steering Group will carry out the following roles.

- a) Be accountable for steering and providing strategic management of the Neighbourhood Plan Review for Ringmer Parish.
- b) Produce, monitor, and update a project timetable.
- c) Produce a consultation and engagement strategy, showing how the public will be involved throughout the process.
- d) Regularly report back to the Parish Council for the endorsement of decisions taken.
- e) To undertake, analysis and evidence gathering to support the plan production process.
- f) Actively support and promote the preparation of Ringmer Neighbourhood Plan Review throughout the duration of the project.
- g) Liaise with relevant authorities and organisations to make the plan as effective as possible.
- h) Gather data from a wide range of sources to ensure that the conclusions reached are **fully evidenced**, and the aspirations and issues of all residents are understood,
- i) Consult as widely and thoroughly as is possible to ensure that the draft and final Neighbourhood Development Plan is representative of the views of residents.
- j) Agree, subject to ratification by the Parish Council, a final submission of the Neighbourhood Plan.

### **4. Membership**

- a) In order to achieve and remain in accordance with 3a), the Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors, although Parish Councillors are acting as residents on the group. Effort will be made to seek representation from under-represented sections of the community.
- b) Membership of the Steering Group will be open to the public indefinitely.
- c) New members may be co-opted onto the group as necessary.

### **5. Decision Making**

- a) The Steering Group has fully delegated authority from the Parish Council to deliver its plan-making functions up to and including public consultation of the Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Pre-Submission Plan prior to the first round of public consultation at Regulation and the Submission Draft Plan prior to consultation and independent examination.
- b) The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with this project. The Steering Group can make requests for information etc. independently.

### **6. Meetings**

- a) Steering Group meetings will take place on at least a monthly basis.
- b) Where possible, all meetings should be held within the Parish or on zoom or as a hybrid meeting. The dates of future meetings will be made publicly available via the Vice Chair.
- c) The Steering Group will elect a Chair, Vice Chair, Communications Officer and Secretary from its membership to remain in those positions until the project is completed. If these positions become vacant, the Group will elect an alternate.

- d) The Secretary shall keep a recording of the meetings and circulate notes to the Steering Group members and the Parish Council in a timely fashion. Minutes shall be made publicly available on the Parish Council website.
- e) At least 3 clear days of notice, not including day of meeting or day of publication, shall be sent to all members via email.
- f) Decisions made by the Steering Group should normally be by consensus at Steering Group meetings, where a vote is required. Each member shall have one vote and a minimum of 50% of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The chairman shall have one casting vote.

## **7. Working Groups**

- a) The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b) Each working group should have a lead person from the Steering Group.
- c) Members of the community will be encouraged to participate in the process at all stages.
- d) At the conclusion of the Neighbourhood Development Plan project, the Parish Council and Steering Group should discuss the future working of the Steering group. If the Steering Group wishes to dissolve, it must notify the Parish Council.

## **8. Finance**

- a) All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for the Neighbourhood Plan work.
- b) The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c) Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

## **9. Other**

- a) Copies of the Parish Council's Code of Conduct will be available at all Neighbourhood Planning meetings.

<b>Next Review Due:</b>	<b>May 2027</b>
<b>Reviewed</b>	<b>13<sup>th</sup> Jan 2026</b>
<b>Reviewed – no changes:</b>	<b>6<sup>th</sup> May 2025</b>
<b>Adopted at Full Council meeting:</b>	<b>9<sup>th</sup> July 2024</b>