

RYE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

TERMS OF REFERENCE

1 Purpose

Rye Town Council is the qualifying and Relevant Body for the preparation of a Neighbourhood Development Plan for its civil parish area with contribution from all sectors, including private, commercial & public within the Neighbourhood Plan boundaries. The Town Council has established the Rye Neighbourhood Development Plan Steering Group to guide and facilitate the delivery of all relevant plan-making functions. The Steering Group sits as the Project Board for project management and will steer the preparation of the Rye Neighbourhood Development Plan.

2 Objective

The objective of the Steering Group is to produce a sound Neighbourhood Development Plan for the Town of Rye that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include - or be supported - by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

3 Membership

The Steering Group will comprise the following members:

- Chair of Rye Town Council;
- Five additional Members of Rye Town Council; and
- Five members of the community.

Membership will be reviewed and confirmed annually by the Town Council or as and when a vacancy arises.

4 Status

The Steering Group is a working group comprising Town Councillors and members of the public with relevant skills, knowledge or interest.

Certain key activities or decisions will require the approval of the full Council (see 6 – below); the Town Clerk has delegated authority to approve all other activities, decisions or proposed commitments - unless he takes the view that Council approval would be more appropriate. To facilitate this arrangement the Town Clerk shall attend Steering Group meetings – and other relevant meetings or events.

The Councillor Steering Group members shall provide regular progress reports to the Planning & Townscape Committee.

5 Finance

The accountable body for the purpose of producing a Rye Neighbourhood Development Plan will be Rye Town Council.

All expenses and receipts associated with the production of the Plan shall be processed through the Town Council’s accounting system.

The Town Clerk only will have the authority to commit expenditure associated with the production of the Plan.

6 Activities

The Steering Group will:

- provide a locally accountable and representative steer for plan-making;
- determine the preferred Plan boundary;
- draft protocols for liaising with neighbouring parish councils and liaise with them throughout the project;
- draft a project timetable - and endeavour to secure compliance;
- draft a budget – and review it at least 6-monthly;
- facilitate the forming of sub groups to develop each of the priority areas within the Plan;
- agree a project communication, consultation and engagement strategy;
- agree the initial scope of the Plan prior to early public engagement;
- confirm, subject to consultation with the Town Council, the scope of the Plan following analysis of early and subsequent community engagement;
- approve all background and evidence based reports prior to publication;
- agree all consultation documents prior to publication;
- agree Draft Rye Neighbourhood Development Plans and the final submission version; and
- actively support and promote the preparation of the Rye Neighbourhood Development Plan throughout the duration of the project.

The following will be presented to the full Town Council for approval/ratification:

- Terms of Reference
- The Plan Boundary
- Project Timetable
- Draft and Amended Budgets
- Proposed scope of the Plan
- Drafts of the Plan and the final submission version

7 Lifespan

The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiner's report is published.

RF 8.7.13