



# Wivelsfield Parish Neighbourhood Plan

## Steering Groups



### Main Purpose of Steering Groups

- To oversee the preparation of the Neighbourhood Plan (NDP) for the Parish ensuring extensive community engagement to gain residents support at the local referendum
- The Steering Group will be hosted and supported by the Parish Council

### Key Roles

- To be accountable for steering and providing strategic management of the NDP
- To ensure key milestones are met by the Project Team.
- Agree a position on specific issues to lead to an agreed policy approach.
- Encourage, strengthen and promote ongoing communication links with and between key organisations to ensure they are informed of progress of the Neighbourhood Plan.
- To commission specific areas of evidence and analysis as required.
- To promote the objectives of the Neighbourhood Plan for the Parish
- To approve and sign off key stages of plan and final plan prior to the local referendum.
- To act as the public face and principal contacts with the local communities for the NDP

### Aims of Steering Group

- To guide and provide assistance and advice to the project team in the production of the Neighbourhood Plan.
- To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan (Focus/Theme Groups)
- To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.
- To build relationships to other groups and stakeholders
- To have strong links with the consultants who provides operational expertise, suggests actions and refers items of importance to be discussed by the Steering Group.
- To provide updates when and as necessary to the parish council and relevant local authorities
- Meetings will be open to the public to attend and the minutes will be available for on the parish website.
- The Steering Group will meet monthly.