

ALFRISTON PARISH COUNCIL

PARISH PLAN WORKING GROUP - TERMS OF REFERENCE (Version 1)

1 BACKGROUND

- The last Parish Plan for Alfriston was published in 2009. A Parish Plan sets out village priorities and should be developed with residents, groups and businesses to ensure a range of views and needs are taken into consideration.
- The Good Councillor Guide describes a Parish Plan as:
'...a community plan and not a land use plan. It is a set of policies and an action plan for the next few years covering a much wider range of issues..... It is a good idea to draw up a plan, whatever the size of your community.'
- Once published, the Parish Plan will inform spending, help to prioritise work, and allow action plans to be developed to set out how priorities will be achieved. At this point Councillor Portfolios can also be reviewed to ensure they reflect village priorities and have a clear role description.

2 AIM OF THE GROUP

- To produce a Parish Plan that reflects the village's priorities for the coming years.

3 MEMBERSHIP

- APC Strategic Planning Councillor
- APC Chair
- APC Vice Chair
- A fourth APC Councillor
- Up to 12 representatives from Alfriston residents, businesses and groups.

4 MEETINGS AND WAYS OF WORKING

- The Working Group be led by the Strategic Planning Portfolio Councillor.
- Meeting regularity, duration and format will be agreed by the group to ensure the most appropriate approach is used to develop the Plan.

5 REPORTING

- The Strategic Planning Councillor will provide updates to the APC at their monthly meetings.
- The APC will decide at the Council meeting whether to adopt the proposed Parish Plan.

6 PLANNED WORK AND DURATION OF THE WORKING GROUP

Months	Action
17 July 2023	Agree Terms of Reference and appoint Councillors to the Group.
Oct/Nov 2023	Form the wider Group from Alfriston businesses and residents.
Dec 2023 to Jan 2024	Review previous Parish Plan from 2009.
Feb to June 2024	Discuss and formulate new plan.
July 2024	Agree proposed Parish Plan with Alfriston Parish Council.
August 2024	Publish new Parish Plan
Sept 2024 onwards	APC work on the Parish Plan priorities.

7 DOCUMENT HISTORY

- Draft Terms of Reference circulate to Councillors on 6 July 2023.
- Draft Terms of Reference discussed at APC on 17 July 2023.
- Version 1 Terms of Reference approved on 17 July 2023 by APC
- Due for review at APC AGM May 2024.