

**Berrick Salome Parish Council**  
**Neighbourhood Plan Steering Group**  
**Terms of Reference and Membership**

**Purpose**

The Neighbourhood Plan Steering Group will take forward the production, through to examination and referendum, of the Berrick Salome Parish Neighbourhood Plan, ensuring that relevant consultation takes place, so that the plan accurately represents the views of the residents and other stakeholders.

**Relationship with Other Groups**

The Berrick Salome Parish Council (BSPC) will oversee the process at a strategic level, receiving regular reports from the Steering Group and referring key decisions to full meetings of the BSPC as appropriate.

**Steering Group Membership and Roles**

The Steering Group membership (which shall be reviewed from time to time) shall comprise of no less than five members all of whom should either reside or work in the Parish. The Steering Group shall be quorate with one half of its voting members, subject to a minimum quorate of four.

Chairperson	Chairs meetings, liaises with BSPC	Brian Tracey
Deputy Chairperson	Acts as Chair in Chairperson's absence	Conrad Shields
Secretary	Minutes meetings	Douglas Taylor
Meetings Convener	Arranges meetings dates and venues	Chris Cussens
Project Manager	Creates, monitors and maintains project plan (schedule), undertakes agreed actions	Brian Tracey
SODC representative (Non-voting member)	Advises on process, content, and alignment with SODC planning policy. Accesses SODC planning information etc as required	Ricardo Rios
Steering Group	Use their individual skills and experiences to undertake various aspects of project work. Drawn from Parish Councillors, residents, local landowners etc, these individuals will provide different perspectives to the work but are not representatives as such	Ian Glyn (Chair BSPC) Chris Kilduff Sue Lyons Ray Perfect Sarah Russell Derek Shaw Conrad Shields Douglas Taylor Brian Tracey Chris Cussens (Clerk BSPC)

## **Finance**

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

## **Conduct**

1. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Standing Orders, including declarations of interest.
2. The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

## **Dissolution**

1. The Steering Group will be dissolved once its objectives have been attained and/or when at least (two- thirds) of its members and the parish council consider its services are no longer required.
2. The BPSC will then dispose of any residual ring-fenced NP funds in accordance with any conditions imposed by the grant providers and in the best interests of the Parish.