

TIBBERTON AND CHERRINGTON
NEIGHBOURHOOD PLAN STEERING GROUP

Purpose

1. The main purpose of the Tibberton & Cherrington Steering Group is to oversee the preparation of the Neighbourhood Plan for the Parish of Tibberton & Cherrington.
2. The Steering Group will engage the local community and statutory consultees to ensure that the Plan is truly representative of the ambitions of Tibberton and Cherrington.
3. To have full delegated authority from the Parish Council to work through the necessary regulations in order to bring forward a plan.
4. To understand the Localism Act and use this ensure that all statutory consultees are consulted.

Principles

1. That 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.
2. All recommendations and decisions made should be fully evidenced and supported through consultation with the local community.

Roles and Responsibilities

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

1. Be accountable for steering and providing strategic management of the Neighbourhood Plan on behalf of Tibberton & Cherrington Parish Council.
2. Produce a consultation and engagement strategy, showing how all stakeholders will be consulted and engaged.
3. Regularly report back to the Parish Council for endorsement of decisions taken.
4. To undertake analysis and evidence gathering to support the plan production process.
5. To promote the preparation of the Tibberton & Cherrington Neighbourhood Plan throughout the duration of the project.
6. Identify sources of funding.
7. Liaise with relevant authorities and organisations to make the plan as effective as possible.
8. Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
9. Agree, subject to ratification by the Parish Council, a final submission version of the Tibberton & Cherrington Neighbourhood Plan.
10. 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 on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with this project.

Membership

1. The Steering Group will be made up of a cross-section of volunteers from the community including at least one representative from the Parish Council.
2. Membership will consist of at least 5 members with a Quorum of 3.

Meetings

1. Whole group meetings will be held on a regular basis.
2. Where possible, all meetings should be held within the Parish.
3. Although the Steering Group meetings are not public, the public are welcome to be involved in the process and to attend the Public meetings if at all possible.
4. The meetings will be accurately recorded and these will be reported back at Parish Council meetings.

Finance

1. All grants and funding will be applied for and held by the Parish Council, who will allocate this to Neighbourhood Plan work.

Signed.....

Date.....