



**SSJ Neighbourhood Plan  
Scheme of Delegation R1  
March 2016**

- 1. Sherborne St John Parish Council is the 'qualifying body' for the SSJ Neighbourhood Plan.**
- 2. Editorial responsibility for the Sherborne St John Neighbourhood Plan rests with the Members of the Steering Group, under the leadership of the Chairman.**
- 3. Decisions about the Plan are made at Steering Group Meetings. Wherever possible these are based on the unanimous agreement of the Steering Group: where a vote is necessary, the decision is made on the basis of a simple majority of the Members present. If decisions are required between meetings, these are agreed via email, and then confirmed at the following Steering Group meeting.**
- 4. The Steering Group reports to the SSJ Parish Council, who confirm their 'Agreement to Proceed' at key points through the process.**
- 5. Steering Group Members:**
  - Julian Crawley (Chairman)**
  - Syd Abraham**
  - Linda Agnew**
  - Mike Harrison**
  - Harold Hatt**
  - Richard Morgan**
  - Natasha Rougier**
- 6. SSJ Neighbourhood Plan Steering Group Governance/Terms of Reference.**

***The SSJ Plan***

***Steering Group***

***Governance / Terms of Reference***

- 1. SSJ Parish Council. The Parish Council is responsible for producing a Neighbourhood Plan for the Parish of Sherborne St John. This responsibility has been delegated to the Steering Group.*
- 2. Aim. The aim of the Steering Group is to oversee the production of a formally-adopted Neighbourhood Plan based on the information gathered in line with the agreed Strategy.*
- 3. Communication. Steering Group communication will be primarily via email.*
- 4. Steering Group Members. The Steering Group shall comprise 5-10 persons and will appoint its own Chairman. Membership shall be formally approved by the Parish Council.*
- 5. Steering Group Meetings.*
  - a. The Steering Group will meet from time to time; meetings will normally be held every 6-8 weeks.*
  - b. Meetings will be advertised on the website as far as ahead as possible, and in any case at least 1 week in advance.*

- c. *In general, meetings will not be open to the Community; however, individuals may attend on the basis of a specific invitation from the Steering Group Chairman.*
  - d. *A Chairman will preside at all meetings; this will be the appointed Chairman or in his/her absence an agreed substitute.*
  - e. *A Meeting Agenda will be circulated at least 1 week ahead of the meeting and may be adjusted up to 3 days before the meeting date.*
  - f. *The Steering Group will vote on all important decisions as necessary. In the event of a tied vote, the Chairman shall have a casting vote.*
  - g. *In addition, between meetings, items may be circulated, discussed and agreed by email.*
6. *Meeting Reports. Meeting reports will be circulated to SG members by email no later than 3 days after the date of the meeting and posted on the website with 10 days. The bi-monthly progress report will be posted on the website no later than 1 week after the date of the relevant Parish Council meeting*
7. *Public Participation. Public participation will be primarily via a programme of events and consultation exercises which will be advertised on the website. Public participation and engagement is an essential ingredient of the Neighbourhood Process. The Steering Group will respond to written questions received from members of the public; these will be displayed in a Q&A register.*
8. *Parish Council & Borough Council Decisions. SSJPC and BDBC decisions relating to the Neighbourhood Plan will be posted via the website as soon as possible after review by the Steering Group.*
9. *Accountability. The Steering Group will be accountable to the Parish Council; the Chairman will report to the Chairman of SSJPC. All arrangements (including this document) will be submitted to and formally approved by the Parish Council. The Steering Group will obtain Parish Council approval for all expenditure. A bi-monthly progress report will be presented, to coincide with Parish Council meetings.*
10. *This document may be revised, by agreement and approval, from time to time as necessary.*

**Rev 1 03.04.14**