

Open spaces Steering Group – Terms of reference

Purpose

The Steering Group will:

- provide support and advice where necessary to assist with the implementation of the programme and the realisation of the overall programme targets.
- advise on the strategic management of the project
- review the progress of the project
- advise on the delivery of the project and barriers preventing delivery
- oversee and advise on the project's progress
- advise on the final evaluation of the impact of the project

Membership

All the major partners will be represented on the Steering Group

Other bodies will be invited to join the group as and when appropriate to ensure close liaison between all interested agencies in the achievement of the programme targets.

The steering group consists of named representatives from:

- NCDA
- Newhaven Town Council
- Lewes District Council
- East Sussex County Council
- Castle Hill Group

Meetings

The group will be chaired by NCDA and will meet approximately monthly during the lifetime of the project.

The meetings will be set at a time and day to suit a majority of members.

Voting if required will be by a simple majority with one vote from each group represented

A wider stakeholder group will meet quarterly

Servicing the group

The chair of the steering group will organize the calling of the meetings.

NCDA will ensure the taking and distribution of notes of the meetings to all members.

The agenda will be drawn up by the chair and items for addition will be notified to the chair.

Reports will be made to the steering group about the progress of the project.

Reports to the trustees of NCDA

Through the project manager the group will report to the Board of NCDA.

The steering group will make recommendations to the Board of NCDA about the implementation of the project.

The notes of the steering group will be made available to the Board of NCDA.