

Our Place - Pride in Place Neighbourhood Board

Terms of Reference

Draft for discussion and agreement by the Neighbourhood Board.

Date discussed: Monday 27th July 2026

1. Purpose

The purpose of the Cherrywood Pride in Place Neighbourhood Board is to provide strategic leadership and make decisions for the Pride in Place programme in Cherrywood. The Board will bring residents, community organisations, elected representatives and Rushmoor Council, the accountable body, together to develop and oversee delivery of a long-term Pride in Place Plan for the area.

The Board will ensure that investment decisions are shaped by local priorities, informed by evidence and engagement, and delivered in a way that supports stronger communities, thriving places and greater local influence over decisions affecting Cherrywood.

2. Objectives

The objectives of the Board are to:

- Develop, agree and maintain a Pride in Place Plan for Cherrywood, including a long-term vision and investment priorities.
- Champion the needs and aspirations of Cherrywood residents and ensure community voices are central to decision-making.
- Identify and prioritise projects that improve social infrastructure, physical spaces, community assets, local pride, safety, opportunity and wellbeing.
- Oversee progress, risks, outcomes and community benefits associated with the programme.
- Promote effective partnership working.
- Ensure decisions are transparent, inclusive, and consistent with programme guidance and public funding requirements.

3. Role and Responsibilities

The Board will be responsible for providing leadership and oversight of the Pride in Place programme. Its responsibilities include:

- Co-producing the Pride in Place Plan with the Cherrywood community.

- Recommending priorities, projects and proposals for approval through the and accountable body processes.
- Ensuring robust community engagement takes place before significant priorities or projects are agreed.
- Monitoring delivery against budgets, outputs and outcomes.
- Considering equality, diversity and inclusion in all aspects of the programme.
- Identifying risks, barriers and opportunities, and agreeing actions to address them.
- Receiving reports from any working groups or sub-groups established by the Board.
- Regular and clear communication to residents and stakeholders.

4. Accountable Body

Rushmoor Council will act as the accountable body for the Pride in Place funding. They will be responsible for ensuring that public funds are administered in accordance with governance requirements.

The Board will work with the Council recognising its responsibilities for financial management, compliance and reporting.

5. Membership

Membership reflects the diversity, needs and strengths of the local community. The Board will include a mix of residents, community and voluntary sector representatives, elected representatives and other stakeholders who can contribute to the successful delivery of the Pride in Place Plan.

Members are expected to act in the interests of Cherrywood as a whole, not solely as representatives of their own organisation, sector or area of interest (see end of document for list of Members)

The Board's membership will be reviewed annually at the Annual General Meeting. Board members are expected to commit to an initial two-year term. The Board recognises that changes to membership may be needed during this period to reflect local circumstances and capacity.

Members may nominate a deputy to attend meetings when they are unable to attend. A deputy may speak on behalf of the member or organisation they represent and, where agreed by the Board in advance, may exercise that member's voting rights for that meeting. Deputies should be appropriately briefed and have sufficient authority to contribute to discussions and decisions.

6. Chair and Vice-Chair

The Chair will provide leadership to the Board, ensure meetings are effective and help maintain constructive relationships between Board members, the Council and the wider community.

The Board may appoint a Vice-Chair to support the Chair and act in their absence. The appointment process, term of office and any reappointment arrangements should be agreed by the Board.

7. Meetings

The Board will meet regularly, with meetings held at least monthly during the initial stages of the programme. Where possible the meetings will take place early evening on Mondays. Additional meetings may be arranged where urgent decisions or delivery issues require consideration.

Agendas and papers will be circulated in advance by the Pride in Place Programme Manager. Minutes of meetings will be recorded, approved and made available in an appropriate format to support transparency and community accountability. Relevant information will be published on the Council's Pride in Place webpage.

8. Quorum

A meeting will be quorate when at least one third of appointed voting members are present, including the Chair or Vice-Chair, and there is resident or community representation present.

9. Decision-Making

The Board will aim to make decisions by consensus wherever possible. Where consensus cannot be reached, the Chair may call a vote of voting members present. Each voting member will have one vote. Decisions will be carried by a simple majority, subject to any programme or accountable body requirements.

10. Community Engagement

The Board will ensure that the Cherrywood community has opportunities to shape the Pride in Place Plan and influence priorities. Engagement will be inclusive and accessible, with effort made to hear from residents and groups who may be less likely to participate through formal meetings or consultations.

The Board, through the Pride in Place Engagement Officer, will use a range of engagement methods, which may include meetings, workshops, surveys, outreach activity, youth engagement, local events and targeted work with community organisations.

11. Conduct, Conflicts of Interest and Principles

Members must act with integrity, objectivity, honesty and leadership. Members must declare any actual, potential or perceived conflicts of interest and withdraw from discussion or decision-making where appropriate.

A register of interests will be maintained and reviewed regularly.

12. Equality, Diversity and Inclusion

The Board will promote equality, diversity and inclusion in its membership, engagement and decision-making. It will consider the needs of people with protected characteristics and seek to reduce barriers to participation, access and benefit from the programme.

13. Steering Groups and Working Groups

The Board may establish steering groups or other working groups where needed to progress specific themes, projects or areas of activity. Any sub-group must have clear objectives, membership, reporting arrangements and timescales agreed by the Board. Sub-groups may make recommendations to the Board but will not have authority to make formal Board decisions unless this has been explicitly delegated by the Board and is permitted by the accountable body.

14. Transparency, Reporting and Communications

The Board will operate transparently and communicate regularly with residents and stakeholders in a variety of ways.

15. Review of Terms of Reference

These Terms of Reference will be reviewed annually. Any amendments must be agreed by the Board and, where required, the accountable body.

16. Approval

Approved by the Pride in Place Neighbourhood Board on: _____

Chair: _____

Accountable body representative: _____

Membership

1	Matt Smith	Farnborough 6 th Form	Interim Chair
2	Heather Chalkley	North Farnborough Community Partnership	Voluntary Sector and local resident
3	Daryl Bond	Headteacher – Bohunt School	Secondary Education
4	Kirsty Lewis	Headteacher – Cherrywood Primary	Primary Education
5	Rob Prince	CEO Farnborough Football Club	Sport Vice Chair
6	Mark Gittos	Vivid Housing- Place Manager	Housing
7	Jackie Morris	Resident	Resident
8	Sean Woodcock	Resident	Resident
9	Annalise Flowers	Resident	Resident
10	Thea Edwards	Vicar - Church of the Good Shepherd	Voluntary & Community Sector
11	TBC	Health	Health
12	Gary Ghale	Greater Rushmoor Nepali Community	Community
13	Calum Stewart	Citizens Advice	Community & Voluntary Sector
14	Alex Baker	MP	MP
15	Christine Guinness	RBC	Councillor

16	Kerry Brown	RBC	Programme Manager - Officer support