**Bridport Town Council**

**Neighbourhood Plan 2020- 2036**

**Monitoring & Review**

**Steering Group**

**Recruitment, Roles and Responsibilities**

A Steering Group drawn from the communities of Allington, Bradpole, Bothenhampton & Walditch, Symondsbury, Bridport and West Bay is required to provide practical and technical support to the Joint Councils Committee (JCC) in the delivery, monitoring and review of the Bridport Area Neighbourhood Plan. (See Steering Group Terms of Reference).

Steering Group members will be appointed by the JCC and selected on the basis that they can offer the desired level of knowledge and experience and are resident in the neighbourhood plan area. Membership of the SG should not exceed nine members.

The Steering Group has a broad remit in support of the JCC. Task may include, but need not be restricted to the following:

* Acting as a focal point for people living or working in the Neighbourhood Area and helping motivating the community to be involved throughout the plan period;
* Gather and appraise information on the use and delivery of the neighbourhood plan
* Providing a forum for discussion and debate and feeding into the annual monitoring process for the neighbourhood plan;
* Troubleshooting any issues and conflicts that may arise;
* Undertake research and development as part of any review of the neighbourhood plan.

There is an expectation that the Steering Group will meet at least 4 times per year, with significant input during periods when the neighbourhood plan is under review.

The following person and roles specification will be used by JCC members to select and appoint community volunteers to the Steering Group:

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| **Role on Steering Group** | **Person Specification** | |
| **Essential** | **Desirable:** |
| Climate Change Lead | Knowledge and expertise in climate adaptation and resilience | Communicate and liaise with Transition Town Bridport, Friends of the Earth and XR |
| Access & Movement Lead | Knowledge and expertise in transport policy | Communicate and liaise with WATAG |
| Economy & Employment Lead | Knowledge and expertise in sustainable local economies | Communicate and liaise with the Chamber of Trade and Shop Local Initiatives |
| Housing& Design for Living Lead | Knowledge and expertise in housing, especially community led housing | Communicate and liaise with local Community Led Housing Trusts and Wessex Community Assets |
| Community Facilities Lead | Knowledge and expertise in providing community facilities | Communicate and liaise with youth groups, BADAS etc |
| Landscape & Heritage Lead | Knowledge and expertise in promoting natural and cultural assets | Communicate and liaise with local CPRE, FoE, Heritage Forum, Wildlife Trust and Dorset AONB |
| Centre of Bridport Lead ( could be combined with Economy and Employment Lead) | Knowledge and expertise in town centre management | Communicate and liaise with the local Chamber of Trade, Museum, Arts Centre LSI, Bridport Development Trust |

Membership of the Steering Group should be representative of the neighbourhood plan area. Selection to the Steering Group will need to reflect the geography of the neighbourhood plan and may require more than one representative for each defined role.

A chair person will be elected by the members of the Steering Group at their first meeting each year.

**If you are interested in becoming a member of the Bridport Area Neighbourhood Plan Steering Group please send details of your interests and experience together with a short covering letter explaining why you wish to be involved in the monitoring and review of the neighbourhood plan** to: [david.dixon@bridport-tc.gov.uk](mailto:david.dixon@bridport-tc.gov.uk)

**Closing date for applications: July 25th 2020.**