# Bilbrook Parish Council Logo

# Neighbourhood Development Plan

# Steering Group Application Pack

Neighbourhood Planning gives communities the power to develop a shared vision for their area. Neighbourhood Development plans can shape, direct and help to deliver sustainable development by influencing local planning decisions as part of the statutory development plan.

Bilbrook Parish Council (BPC) are seeking to assemble a well-matched and skilled team of volunteers for our Neighbourhood Plan Steering Group. The project will last around 12-18 months and there will be monthly meetings with tasks in between. It is a responsible position, and it will affect all Bilbrook residents, community organisation and businesses.

The Steering Group will act as the Board of Directors for the plan and will answer to BPC which is the accountable body. The Steering Group will be responsible for consulting the community and working with officers and professional planners to ensure that the Neighbourhood Plan is fit for purpose.

The Steering Group will be composed of elected Bilbrook Parish Councillors and members of the community. We are looking for a range of skills and experience so that we can put together the most effective team.

Attached in the following pages is an application form, the assessment criteria that will be used to select candidates and draft Terms of Reference.

If you apply for the Steering Group but are not successful, don’t worry. There will be plenty of opportunities to become involved once the policy topics have been decided and we will need to gather evidence and support for what we are trying to achieve.

**If you feel that you have the skills we need to undertake this major project and are willing to commit your time regularly for the next 12 to 18 months, we would love to hear from you.**

# APPLICATION FORM

**Name:**

**Contact email:**

**Contact telephone:**

**Please provide your reason for wishing to be on the Bilbrook NDP Steering Group:**

(Please use as much space as necessary

**Please describe how you believe you can fulfil the role:**

(Please use as much space as necessary

**Please give a brief description of relevant skills, knowledge and experience that you could bring to the Steering Group:**

(Please use as much space as necessary

*Some relevant skills might be (but are not limited to) the following:*

|  |  |
| --- | --- |
| *Architecture*  *Business and employment*  *Communication and marketing*  *Community Engagement*  *Education*  *Finance*  *Green Space and play*  *Healthcare and wellness*  *Historic Environment*  *Housing* | *Infrastructure Funding*  *Local Government*  *Project Management*  *Retail and town centre management*  *Sport and Recreation*  *Tourism*  *Town Planning*  *Transport*  *Working with the “hard to reach” groups* |

It is important that as many people as possible can share their skills as the neighbourhood plan progresses. There will be plenty of work and we will need many hands. There will, however

only be a limited number of places on the Steering Group. Members will be chosen to ensure that the group has the best range of skills possible so it may be the case that very good candidates will not be chosen because there is someone with very similar skills.

**The closing date for receipt of the completed application form is midnight, Thursday 30th September 2021.**

Completed application forms should either be submitted to:

Bilbrook Parish Council, Bilbrook Village Hall, Joeys Lane, Bilbrook, WV8 1JL, via email to [clerk@bilbrookparishcouncil.gov.uk](mailto:clerk@bilbrookparishcouncil.gov.uk) or via our online application.

Bilbrook Parish Council will contact you within 14 days of the closing date to let you know whether you have been successful or not.

Please visit our website [www.bilbrookparishcouncil.gov.uk](http://www.bilbrookparishcouncil.gov.uk) for more information about how we process your data.

# ASSESSMENT CRITERIA

## (Score 1-5 where 1 is “low”, 5 is “high”, and 0 is “not known”)

### **Community representation**

* Ability to represent a wide sector of the community
* Proven track record in community leadership
* No obvious vested interest or conflict of interest

### **Personal qualities**

* Likely to remain on the steering group for the full term
* Likely to fully participate in steering group, meeting the scope of the role
* Good communicator (if known)

### **Skills**

* Has strong skills in at least one relevant topic
* Has complementary skills relative to other members of the steering group
* Local knowledge

# DRAFT TERMS OF REFERENCE NDP OF STEERING GROUP

## **PURPOSE**

The Neighbourhood Development Plan (NDP) Steering Group (SG) will oversee the process whereby the Bilbrook NDP is prepared, consulted upon, and taken through to referendum. The SG will aim to ensure that the NDP is representative of the views of the Bilbrook community, whilst complying with the Regulations of the English Town Planning system and being in conformity with the Local Plan developed by South Staffordshire Council. The Steering Group will be sponsored by and report to Bilbrook Parish Council (BPC). The Parish Council is the accountable body and will receive regular reports from the Steering Group. BPC will administer all funding and payments according to agreed diligence practices.

## **SCOPE**

The Steering Group will be supported by professional planning consultants and paid staff from Bilbrook Parish Council. The SG will:

* Determine the overall scope and objectives of the NDP
* Manage the process of preparing the plan, and prepare and monitor a project plan
* Seek professional support and advice on technical planning matters from the Planning Consultants
* Consult the Bilbrook community as fully as possible, when identifying priorities and delivery options
* Prepare and execute a proactive Communications Strategy
* Consider the financial implications of preparing the NDP.
* Regularly update Bilbrook Parish Council on the progress of the NDP including risk management
* Oversee the overall consultation process
* Engage in constructive dialogue with all stakeholders, including the Local Planning Authority, to seek to negotiate policies and outcomes that are fit for purpose, and represent the views of the community.
* Oversee the production of all stages of the NDP’s preparation through to referendum
* Produce minutes, reports, communication materials in accordance with the Communications Strategy, and other material needed to produce the NDP
* Nominate a replacement Steering Group member to Full Council for agreement should a vacancy arise
* Oversee the population and maintenance of the NDP website page.

[www.bilbrookparishcouncil.gov.uk/neighbourhood-plan/](http://www.bilbrookparishcouncil.gov.uk/neighbourhood-plan/)

* Recommend to BPC the commissioning of appropriate technical studies as part of the NDP process.
* Oversee the work of engaged professional consultants and report any concerns to BPC

## **RESPONSIBILITIES**

Each Steering Group Member is required to:

* attend all scheduled meetings wherever possible and to give apologies in advance for non-attendance
* read all papers and prepare for meetings
* participate fully and constructively in meetings
* complete agreed tasks between meetings
* maintain the good reputation of the NDP, the SG and BPC
* fairly and impartially represent all sectors of the Bilbrook community equally
* treat all members and supporting officers of the SG and TSGs respectfully
* not communicate with the press or via social media about the NDP in their role as SG Member, without the prior agreement of the Chairman

## **TRANSPARENCY**

All information, evidence and correspondence between the steering group and other stakeholders is subject to Freedom of Information regulations and will be made publicly available on request.

## **DECISION-MAKING**

The Steering Group may give guidance, advice, and make recommendations to BPC for decision.

## **LENGTH OF TERM**

Ideally, SG members are expected to support the process until the Referendum. However, where it becomes necessary for a SG member to give up the position, every effort will be made to find a suitable replacement.