

# **BANP Steering Group Terms of Reference**

## **1. Name**

1.1. Bridport Area Neighbourhood Plan Steering Group.

## **2. Purpose**

2.1. The Steering Group shall be responsible for the delivery of the Bridport Area Neighbourhood Plan (NP), operational monitoring and review of the NP, and oversight of NP projects.

2.2. All decisions of the Steering Group that:

- 2.2.1. have a financial implication; or
- 2.2.2. seek to change the NP or NP projects; or
- 2.2.3. seek to change these terms of reference

2.3. shall be referred to the NPJCC for approval.

## **3. Membership**

3.1. The Steering Group will be representative of the neighbourhood area.

3.2. It shall include members of the community and may include parish/town councillors.

3.3. Its members will have a range of skills and experience.

3.4. Its members will be appointed by the NPJCC.

3.5. The total membership shall be no more than 9 members.

## **4. Roles**

4.1. Referring to the NPJCC for formal decision-making:

- 4.1.1. To take responsibility for all aspects of the delivery of the NP.
- 4.1.2. To oversee the progress of NP projects.
- 4.1.3. To co-ordinate any consultation processes required, ensuring as far as practicable the involvement of the whole community.
- 4.1.4. To establish such working groups as may be required in support of the delivery of the NP and NP projects.
- 4.1.5. To identify the necessary resources and funding needed to support its work.
- 4.1.6. To report back to the parish and town councils on these matters.
- 4.1.7. To prepare a review of the NP as directed by the NPJCC.

## **5. Administration**

5.1. At the first meeting, and annually thereafter, the Steering Group will elect a Chair and a Secretary.

5.2. The Steering Group may also allocate other roles and responsibilities amongst the Group.

5.3. Insurance cover will be provided by the participating councils.

## **6. Meetings**

6.1. The Steering Group shall meet at least quarterly and the Chair or any two members of the Steering Group may call additional meetings as necessary.

6.2. At least three clear days' notice of meetings shall be sent to members via email, with hard copies also

available.

6.3. The Secretary shall keep a record of meetings, and circulate notes to Steering Group members in a timely fashion.

6.4. All meetings shall be held in public.

6.5. The quorum for any meeting of the Steering Group shall be five.

6.6. A simple majority of Steering Group members is required for the meeting to be recognised as authorised for recommendations or resolutions to be valid. In the case of an equality of votes, the Chair may at her/his discretion exercise a casting vote, or may refer the matter to the NPJCC.

## **7. Finance**

7.1 All funding shall be held by Bridport Town Council, who shall be the accountable body for the project.

Agreed by JCC February 2019

Approved by participating councils March 2019

including by the lead [Bridport Town Council](#)

To be implemented following BANP being “MADE”.