

Town Steering Group guidance and criteria

1. Purpose

The Town Steering Committee has been established to progress work in relation to Ards and North Down Borough Council developing a local approach to Masterplanning, community planning, Placemaking and other localised issues, defining outcomes and agreeing the processes and structures to support localised solutions. The minutes of the Town Steering Committee will be circulated at the Regeneration and Development Committee of Ards and North Down Borough Council for ratification.

2. Membership Criteria

- Experience – you must have a minimum of 12 months experience working in the area you wish to represent, Community/Youth/Faith.
- Be a member of a recognised constituted community/youth/faith-based group.
- Access to transport
- Attend a minimum of 4 meetings per year
- Must be from the town you are applying to represent
- Must be over 18

The Town Steering Committee will comprise of Councillors from Ards and North Down Borough Council relevant to the District Electoral Area (DEA) and representatives from Community/Youth/Faith organisations.

3. Time frame

The membership to the Town Steering Committee will be for three years four months (end of Council Term May 2023) and be reviewed at the end of this period.

This a voluntary unpaid membership.

Opening/closing dates – **30th January 2020 – 13th February 2020 at 4pm**
Completed applications should be returned to

Community Development Section
Ards and North Down Borough Council
2 Church Street
Newtownards
BT23 4AP

Tel no: 0300 013 3333

E-mail – emma.hunter@ardsandnorthdown.gov.uk

4. Roles and responsibilities

The Town Steering Committee will be responsible for the following:

- A clear audit of the existing Masterplan/Strategies for the town for all sectors
- Key Stakeholders in consulting on short, medium and long-term plans and strategies which currently impact or relate to the town
- Identify the key issues that will inform the development of the long-term strategic vision of the Borough Wide Urban Plan and any localised elements within it
- Mapping of current priorities, plans, programmes (including service delivery) and funding to address issues in the town
- Consider any current information sharing processes between sectors that exist in the town and how they can be improved
- Undertake initiatives coming through the community plan or any other relevant statutory or policy plan
- A requirement of representation on the Town Steering Committee is to disseminate actions and discussions to the bodies individuals represent
- Utilise current arrangements across the sectors within the town area for engaging with local people, and use this to help develop more joined up community engagement processes throughout the town
- Consider the gaps in engagement with Statutory bodies and recommend a communication platform that will be more inclusive and beneficial to the town
- Consider any current models of working at local town level and recommend improvements where there is a gap in provision