

Public Document Pack

**Greater Thetford Development Partnership Board
Minutes**

Monday 15 February 2016 10.00am – 12.00pm
Chares Burrell Centre, Staniforth Road, Thetford, IP24 3LH

Chair: Anna Graves AG (Breckland Council)

Attendees:

Board Members

Denis Crawford DC (Norfolk County Council), Robert King RK (Croxtton Parish Council), Mike Brown MB (Thetford Business Forum), Chris Hey CH (Norfolk County Council), Ellen Jolly EJ (Breckland District Council), Tony Poulter TP (Brettenham & Kilverstone Parish Council), John Newton JN (Thetford Town Council – Substitute for Terry Jermy), David Armstrong DA (Flagship – Substitute for Adam Broadway) & Tig Armstrong TA (Norfolk County Council – Substitute for Fiona McDiarmid)

Officers

Sarah Barsby SB (Breckland Council), Robert Walker RW (Breckland Council) & Robert Campbell RC (Breckland District Council – Substitute for Julie Kennealy),

Guests

Minutes

Natalie Thatcher NT (Breckland District Council)

Apologies:

Adam Broadway AB (Flagship)
Fiona McDiarmid FM (Norfolk County Council)
Will Van Cutsem WVC (Pigeon)
Terry Jermy TJ (Thetford Town Council)
Julie Kennealy JK (Breckland District Council)

	Item
	AG welcomed everyone to the meeting, and introductions were done around the table, due to several substitute attendees.
1	<p><u>Approval of Minutes 02/12/15</u></p> <p>The minutes from the last meeting were approved. The following points were noted;</p> <ul style="list-style-type: none"> - The traffic study actions will be picked up in the agenda. - The communications actions will be picked up in the agenda.
2	<p><u>Approval of Terms of Reference for the GTDP Board</u></p> <p>The terms of reference for the Board had been circulated and some</p>

members of the board have asked for several amendments to be made.

Role of the Board:

- Include a reference to championing the greater vision for Thetford.
- The document says “Ensure delivery of important strategic projects”, however the Board cannot deliver, as it is not a decision making body. Instead, the Board can influence & negotiate, so a better term to use is “oversee and coordinate”.
- Managing risk is not mentioned within the role of the board. The three sub groups will need to identify the key risks that the board will need to be made aware of. E.g. A lack of funds for a project.

Membership:

It was confirmed that current membership on the Board includes Education & Highways which are represented by Norfolk County Council. The primary care representative will be discussed later in the agenda so the proposed initial membership will still be included and the name left absent until it's been resolved.

The Norfolk Constabulary suggestion is Paul Wheatley. Rob Walker will contact him to clarify if he will be attending.

It was confirmed that as GTDP is not a legal entity, voting rights are not required. The GTDP acts as a consultative board. Therefore the chairs of the three sub groups should play an active role on the board, and should provide valuable input from the range of work within the sub groups. They will sit as full members of the board, with the ability to vote, should it ever be required.

It was agreed that the sub groups would nominate their chair and then the Board ratify the decision.

Notes:

- Section b - The length of time that representatives serve on the Board was questioned as 1 year is not very long for continuity. Although this is a good point, it was clarified that this was because at a council level, council members are reviewed annually. It was suggested that the text is amended to include the rest of the board for longer.
- Section e – It was confirmed that substitutes can act as the board member, with equal rights so this needs to be amended.

Meetings:

Flexibility of meeting regularity was agreed “at least” 6 times a year.

Confidentiality & Conflicts of Interest:

- The Breckland Council legal department were asked to look at the impacts of the 2000 Freedom of Information act and in response they have produced a protocol for the Board to use. A hard copy was circulated during the meeting. It is proposed that the current confidentiality section is removed from the terms of reference and instead the protocol is added as an appendix to it. This was agreed.

There were discussions about using confidential issues with caution and only due to a matter of commercial sensitivity or conflict of interest. This is the process stated within the act.

All amendments noted above were agreed and signed off by the Board. A

	<p>final Terms of Reference will be circulated to board members by email, and uploaded to the website as agreed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • It was noted that the annual reviews of the terms of reference needed to be programmed in. 	<p>NT</p>
<p>3</p>	<p><u>Communications Update</u></p> <p><u>Communications Protocol</u></p> <p>An updated version of the initial communications protocol was circulated to the board, reflecting some helpful comments received by some members of the Board. These amendments were mainly regarding references to the Greater Thetford area. Most of the changes have been made, except a comment on the wording of pg3, reactive media relations, point 1. This has been kept as is because it would relate to something unanticipated.</p> <p>A link to the web page is likely to come out later this week, once the content has been updated with the key messages in the comms plan. The ghost domain name acquisition is in progress and is likely to be www.gtdp.org.uk</p> <p>The revisions to the protocol were agreed by the Board.</p> <p><u>Other Activities</u></p> <p>It was requested that Communication Activities be a standing item on the agenda, to talk about any forums, conversations and presentations, where the members have been asked to speak about the work of the GTDP. This was agreed by the Board.</p> <p>JK recently made a presentation at the last Town Council meeting about the TEP, and the work being done to move this forward. The Town Council expressed considerable support for the work being done and are looking at ways that they could help. This was a good exchange of views and it was great to have complete support for the whole project.</p> <p>AG recently made a presentation to the Business Forum on the A11 work, the Councils direction and the GTDP. There was general support for the partnership but concerns about getting the geography right for the area as well as challenges in the history, although it was explained that focus is now on moving forward.</p> <p>DC has had discussions at various schools and often talks of the work of the board.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Add a standing item to the agenda – Communication Activities 	<p>NT</p>

<p>4</p>	<p><u>Independent Chair Progress</u></p> <p>The independent chair selection panel met recently with the HR consultant to consider the applications. It was agreed to continue with further recruitment with an amended description and an increase in the salary offered.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Details of the amendments to the remunerations are to be circulated to the board. 	<p>JK</p>
<p>5</p>	<p><u>Growth & Education</u></p> <p>Chris Hey gave a short presentation on education.</p> <p>Chris is the Head of Place Planning and Organisation within Children’s Services at Norfolk County Council and is responsible for the supply of school places and the schools’ capital programme.</p> <p>The role of the County Council in managing pupil number growth and the current picture in Thetford was discussed.</p> <p>It was confirmed that the County Council does not run schools itself. They are run by governing bodies/ academy trusts which are responsible for the standards, finances and the buildings. The County Council has a duty to promote high standards, provide sufficient learner places and ensure provision for vulnerable learners.</p> <p>The Government has a policy that all schools should become academies within the life of this Parliament. Academies are maintained by the Secretary of State.</p> <p>The Children’s Services’ Local Growth & Investment Plan has recently been approved by Committee and demonstrates how the County intends to provide a sufficient number of schools and a ‘reasonable’ place for every child. Places are allocated through an annual admissions round but longer term place supply needs are reflected in this medium to long term plan.</p> <p>A table was shown regarding the current governance status of schools in Thetford. There are three different academy trusts in charge of some of the schools, as well as some NCC-maintained community schools. The Ofsted judgements show that an equal number require improvement than those that are good or above.</p> <p>The concept of ‘form of entry’ was discussed and confirmed to be the number of classes starting each year. For example, if there are 3 forms of entry, with approx. 30 children in each class, the year group will be approx. 90 children.</p> <p>The need for both primary and secondary education places is going to increase. The Breckland local plan is used to inform the County where housing allocations will be and site specific locations and S106 funding will help the planning and financing of new schools to meet the sufficiency duty.</p> <p>When a new school is needed, the County Council sets up a commissioning competition between academy providers and offers them</p>	

	<p>the opportunity to open the new school. Assessments are made against the specification and suggestions of the most appropriate provider are forwarded to the Regional Schools Commissioner on behalf of the Secretary of State.</p> <p>The current capacity in the primary sector is 12 forms of entry, which means every reception year, 360 places are on offer. It is estimated that by 2026, 18 forms of entry will need to be provided. This could be covered with 3 new schools, each with 2 forms of entry and the expansion will come through with the housing development.</p> <p>The County cannot build school places that will remain empty. Therefore figures have been based on patterns of preference. If the preferences change, the number of places needed would alter.</p> <p>School places need to be of good quality and it was suggested that the Board should think of ways in which it can support schools in their journey to becoming good or outstanding in their Ofsted reports and help to support skill development more widely in the town.</p> <p>It was suggested that the timing of school building could be thought about by the planning and projects sub-group. Revenue finance to run a school come from a funding formula based on number of pupils, so pupils are needed before the schools can be opened. It is ideal to build at the critical point and not when there are excess pupils seeking places.</p> <p>It was also confirmed that the process of procuring a school provider takes approx. 6-9 months.</p> <p>Schools admission policies are set by academies and voluntary aided schools, or by the County Council for community and voluntary controlled schools.</p> <p>If education/skills does not naturally fit into any of the sub groups, a satellite group could focus on this issue.</p> <p>Parking responsibility in and around schools was also discussed. It is difficult for the police or highways to control matters on the ground on a daily basis, as it is ultimately down to the behaviour of parents. Car parks on school sites are against NCC Highways policy, although schools do have a travel plan. This is always refreshed as a planning requirement where building takes place at a school.</p> <p>It was proposed that influencing safer travel routes with pathways and cycle routes, through the work of the Board, would be a good idea.</p> <p>It was agreed to follow up the last idea and to consider for the next meeting how the schools infrastructure development, and other education/skills related matter, might fit in with the work of the Board and sub groups.</p> <p>Chris was thanked for the presentation.</p>	
<p>6</p>	<p><u>Community Sub Group (Progress)</u></p> <p>The action to finalise the terms of reference hasn't yet happened for this sub group.</p>	

	<p>Actions:</p> <ul style="list-style-type: none"> • As the main Board TOR are now agreed, the sub group ones will be brought back for sign off at the next meeting. <p>With regards to the three residual projects, the communities' team at Breckland Council are supporting the Charles Burrell museum and the local play areas discussed have been transferred to the Town Council. Discussions are ongoing regarding the Cosy Carpets building and a more detailed update will be provided at the next meeting.</p> <p>It was suggested that schools parking and safer travel could be a focus for the community group, which would then tie in with the work on traffic management.</p>	RW
7	<p><u>Planning and Projects Sub Group (Progress)</u></p> <p>An updated version of the terms of reference was circulated to the board for review and they were agreed.</p> <p>The first item overseen by this sub group will be the allocation of the local growth fund money from the LEP. This equates to approximately £2.2-2.3m of which some is specifically allocated and some is not. It was requested that a highlight report be provided to the next board on the progress of this sub group.</p> <p>Discussions took place around the neighbourhood plans for the two parishes represented on the board and the Thetford plan. It was confirmed that the Croxton, Brettenham & Kilverstone neighbourhood plan has to be in line with the emerging district local plan and will include Thetford Town Council as a consultee. The plan consultation is due to take place in July.</p>	
8	<p><u>Inward Investment Sub Group (Progress)</u></p> <p>The Inward Investment sub group terms of reference were agreed in principal at the last meeting and in line with the suggestions made, has been reformatted to match the other subgroups. There is a small point to amend in line with today's discussions around the confidentiality statement. This will be circulated by email to the Board for agreement. A nomination for the chairperson of the sub group is to come back to the next board meeting.</p> <p>Informal discussions have taken place with those who are to be officially invited. A formal meeting is to come next, with a highlight report coming back to the next meeting of the GTDP.</p> <p>One of the main projects in the area is the Thetford Enterprise Park site, and members of the sub-group are in discussion with both the landowners and their agent with regard to finance requirements. One of the issues of</p>	

	<p>the site is a lack of electricity and funding proposals are currently being looked at to help overcome these restraints. The group are also looking at which sectors to encourage in moving into Thetford.</p> <p>It was suggested that existing businesses are contacted for their thoughts on what they would like in the town. The local business forum offered to help gather interested parties and publicise the meeting.</p> <p>The overall plan is about the future and where the town should go, but is also about retaining existing businesses. A balance of aspirational views and current views are needed.</p> <p>The Board agreed that the Inward Investment sub group should work with the Business Forum to put this meeting together.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Circulate the final version of the terms of reference for electronic sign-off • Work with the Business Forum to hold a consultation meeting with local businesses 	<p>NT</p> <p>JK/RC</p>
<p>9</p>	<p><u>Public Health</u></p> <p>Since the last meeting, discussions have taken place with colleagues in the health department to work out who would be best placed as a representative. The Head of Integrated Commissioning for Norfolk has been approached and an invitation has been sent. The Board will be updated once a response has been received.</p> <p>Concerns were raised that this representative would not be the right choice. It was confirmed that the CCG commission health services and if it proves to be the wrong way forward, this addition can be re-addressed.</p> <p>Robert Kybird from the audience offered to assist in bringing forward health representation and this was welcomed by the board.</p>	
<p>10</p>	<p><u>AOB</u></p> <p>It was suggested that a development session for the board members take place to create an effective board based on solid relationships. The Board supported this.</p> <p>It was confirmed that the traffic study is made up of two pieces of work. Breckland Bridge will be looking at the use of Breckland Council car parks, whilst Norfolk County Council will be reviewing traffic movement in and around Thetford. There is a traffic study meeting taking place this week, to agree the scope of study, and a report back to the Board will take place in due course.</p>	<p>AG</p>
<p>11</p>	<p><u>Next Steps</u></p> <p>The following actions were summarised as next steps for the Board to take.</p>	

	<ol style="list-style-type: none"> 1) The TOR for the GTDP Board have been agreed in principle and the final version will be circulated and uploaded onto the website. 2) The three sub-groups Terms of Reference will be finalised and nominated chairs details will be brought back to the next meeting. 3) Communication Activities will be added to the agenda as a standing item. 4) The Independent Chair update will be brought back to the next meeting to report on progress. 5) Education challenge to sub groups. Each group to pick up timing and investment issues and transport around schools. 6) The Inward Investment sub-group is to organise a consultation with local businesses. 7) The three sub groups are to provide a highlight report at the next meeting and a template is to be circulated. 8) Development process information is to come back to the board. 	<p>NT</p> <p>NCC/JK/RW</p> <p>NT</p> <p>JK</p> <p>NCC/JK/RW</p> <p>JK</p> <p>NCC/JK/RW/NT</p> <p>AG</p>
<p>12</p>	<p><u>Date of Next Meeting and Future Meetings</u></p> <p>The next GTDP Board Meeting will be on 14th April 2016, 10am till 12pm. Upcoming dates for the year were agreed to be:</p> <ul style="list-style-type: none"> • 14th April 2016 – 10am – 12pm • 24th June 2016 – 10am - 12pm – (Open Forum – 12.30 till 1.30pm) • 19th August 2016 – 10am - 12pm • 21st October 2016 – 10am - 12pm • 16th December 2016 – 10am - 12pm - (Open Forum – 12.30 till 1.30pm) <p>Venues are to be confirmed by Natalie Thatcher.</p> <p><u>Actions arising:</u></p> <ol style="list-style-type: none"> 1) NT to find suitable venues for the upcoming meetings. 	<p>NT</p>

Greater Thetford Development Partnership Board

TERMS OF REFERENCE

The Role of the Board

- To bring together key influential voices from the broad collective of organisations whose decision making and actions can and does affect the places and communities within the Greater Thetford area.
- To champion the greater vision for Thetford and surrounding areas.
- To provide a means of coordinating and prioritising those organisations' development projects within a wider Greater Thetford place-based vision.
- To oversee and coordinate delivery of important strategic projects and investments across the Greater Thetford area.
- To develop, publish and seek support for the delivery of, a place-based strategy for the Greater Thetford area.

Proposed Initial Membership

Broadway, Adam – Flagship Social Housing Group

Brown, Mike – Thetford Business Forum

Cooper, Rob – Norfolk County Council/South Norfolk CCG

Crawford, Denis – Norfolk County Council

Graves, Anna - Breckland Council (interim chair)

Jermy, Terry – Thetford Town Council

Jolly, Ellen – Breckland Council

Kennealy, Julie – Chief Financial Officer /Executive Director Breckland

King, Bob – Croxton Parish Council

McDiarmid, Fiona – Assistant Director Economic Development & Strategy Norfolk County Council

Poulter, Tony – Brettenham & Kilverstone Parish Council

Van Cutsem, Will – The Crown Estate and Pigeon Investment Management

Wheatley, Paul – Norfolk Constabulary

Chair of the Inward Investment Sub-Group

Chair of the Planning and Projects Sub-Group

Chair of the Community Sub-Group

Notes:

- a. It is the board's intentions to recruit an independent chair who will be employed on a part time basis. Breckland Council will act as the employer on behalf of the board.
- b. Individual Members will represent their respective organisation for a period of three years, renewable by the appointing organisation. Members representing public sector organisations will be reviewed on an annual basis.
- c. The Board will review membership annually.
- d. The Chairman will be appointed for a period of 3 years.
- e. Substitute attendees will be allowed but these must be by prior agreement with the chair. Substitute members will have equal rights as the board member they are representing, including a vote, should one be required.
- f. Specialists from member organisations may present to the board at the board's request but will not be entitled to vote on resolutions.
- g. Breckland Council will provide secretariat services to the board.

Responsibilities

1. To hold bi-monthly board meetings, which will include a public session as part of the meeting. Commercially sensitive items will be discussed in closed session not open to the public.
2. To publish agendas and public minutes for each board meeting together with any supporting background papers which the board agrees may be released into the public domain.
3. To hold bi-annual public question and answer sessions which both inform the public about the work of the board and allow the public to raise issues concerning the development of the Greater Thetford area.
4. To establish and maintain a communications plan which allows the board to communicate its work through a variety of means including a website presence and press releases.
5. To publish a place-based strategy for Greater Thetford.
6. To publish a Delivery Local Investment Plan which sets out the long-term delivery plan developed within the partnership board.

Ways of working

The composition of the board is designed to bring together those major stakeholders who shape the economic and social development of the Greater Thetford area. In recognising that those stakeholders will individually work across different geographies and socio-economic elements, with their own individual priorities; bringing them together within a partnership focused on the Greater Thetford area, ensures the opportunity to influence and coordinate partner programmes for the benefit of the Greater Thetford communities.

The board will discuss, formulate and publish a place-based strategy for Greater Thetford and within that strategy identify projects which can deliver the strategy's aims.

In addition to influencing existing partner delivery projects, the board will seek to propose and raise funding for additional delivery projects where these are necessary to meet the agreed place-based strategy. As there is no plan for the board to become a legal entity, the delivery of these additional projects and legal accountability for funding would rest with member organisations within the partnership or other third party organisations as agreed by the board.

In order to assist in this endeavour, the board will be able to direct the activities of three sub-groups;

Community Sub-Group: ensuring effective community engagement so that the needs of the parishes in and around Thetford, Croxton, Brettenham and Kilverstone are understood and communicated to the main board.

Inward Investment Sub-Group: develops proposals and funding streams which reflect identified community needs and contribute to the vibrancy, attractiveness and economic development of the Greater Thetford area.

Planning and Projects Sub-Group: through consultation with key stakeholders, achieves the planned growth and development delivery rates across the Greater Thetford area.

Each Sub-Group will report back to the main board formally as part of each board meeting's agenda and informally to board members as needed to aid the work of the main board. Each Sub-Group will have its own Terms of Reference agreed by the main board. Each Sub-Group Chair will have a seat on the main board to aid this reporting and communication. This Board position will be non-voting.

Internal and external communication

The board will create and operate a communications plan so that;

- Its engagement with the communities it seeks to benefit is as effective as possible.
- The board provides a regular, accurate and transparent statement of its activities whilst protecting necessary confidentiality of commercially sensitive matters.
- They have an effective communications and lobbying tool when seeking to raise funding for new projects.

Meetings

Board meetings to be held at least six times a year, at locations accessible to the communities within Greater Thetford. Dates to be agreed sufficiently in advance to allow good attendance by the board members and the public. Each meeting will have an open to the public session followed by a closed session for those items which have commercial sensitivity.

Full minutes of each meeting to be recorded and circulated to board members within an agreed timescale and comments/amendments will be received from board members by e-mail. The Chair will then accept/decline the amendments and approve the minutes so that they can be shared and officially approved at the next meeting. A version of the minutes, excluding any commercially sensitive matters, to be produced and made available to the public via the website.

Bi-annual question and answer sessions to be held which both inform the public about the work of the board and allow the public to raise issues concerning the development of the Greater Thetford area.

Confidentiality and Conflicts of Interest

Please see Appendix A: Protocol In Respect Of Information Considered At Meetings

Review

These Terms of Reference shall be reviewed on an annual basis by the board.

Advisers

The board may co-opt specialist advisers for specific pieces of work, either directly or through a request to one of the three sub-groups.

Terms

Greater Thetford area : Communities in and around the parishes of Thetford, Croxton, Brettenham and Kilverstone

GTDP : Greater Thetford Development Partnership

LEPs : Local Enterprise Partnerships

NALEP : New Anglia Local Enterprise Partnership

GCCP LEP : Greater Cambridge Greater Peterborough Local Enterprise Partnership

GREATER THETFORD DEVELOPMENT PARTNERSHIP (“GTDP”) - PROTOCOL IN RESPECT OF INFORMATION CONSIDERED AT MEETINGS

1. GTDP is a consultative partnership which comprises representatives from both the public and private sectors. GTDP does not have any decision-making powers.
2. Meetings of the GTDP are not required to be open to public access but the partnership has agreed that public access to meetings will be granted except during discussions which would involve the disclosure of exempt or confidential information.
3. It is recognised that public sector partners are bound by the Freedom of Information Act 2000 (“the Act”) and that, unless an exemption is available and its use can be justified, any information held by one of those public sector partners may have to be released to the public on request. This means that documents associated with the GTDP (such as agendas, reports and minutes) may have to be released by any of the public sector partners.
4. The Partners further recognise that public bodies are subject to other similar rules and that openness and transparency is an essential part of public life. All documents that are not considered to be confidential will therefore be published for public viewing.
5. Notwithstanding the principles set out in paragraphs (3) and (4) above, there will be occasions when it is necessary for the partners to share confidential information. Such information will be withheld where an appropriate exemption is available under the Act and where the withholding of that information can be justified.
6. Where any partner shares any document with other partners which the originating partner considers to be confidential, the originating partner shall ensure that such information is clearly marked as confidential on its front page using the following or similar words:

“This document is provided in the strictest of confidence to the partners, for the time being, of the Greater Thetford Development Partnership. It is considered to be confidential for the following reasons [insert reasons] and any unauthorised disclosure is strictly forbidden”.
7. All partners will treat as confidential and will not disclose to any third party any and all documentation which is marked as confidential in accordance with paragraph 6 above.
8. Where the partner concerned is a local authority, any reasons given must be capable of being withheld under Schedule 12A of the Local Government Act 1972, the Freedom of Information Act 2000 or other statutory provision. Examples include (but are not limited to) legally privileged information, commercially sensitive information and information that contains personal data.

9. Meetings of the GTDP will consider all non-confidential items of business before confidential items of business. Any members of the press or public will be asked to leave the meeting immediately before any exempt or confidential information is to be considered.
10. Any exempt or confidential documents that are circulated by Breckland District Council prior to a meeting of the GTDP shall be appropriately marked as exempt or confidential on each page.
11. Wherever possible, minutes relating to confidential information will be worded in such a way as to withhold confidential information whilst providing as full a record of the discussion as is possible. Where it is impossible to record confidential minutes in this way, a full minute will be recorded for each of the partners and confidential information will subsequently be redacted before the minutes are published.

Greater Thetford Development Partnership

Inward Investment Sub-Group

TERMS OF REFERENCE

The Inward Investment Sub-Group is part of the Greater Thetford Development Partnership (GTDP) and will, therefore, be governed by the GTDP's Terms of Reference.

The role of the Group:

Through research and consultation with key stakeholders, develop proposals, funding streams and provide oversight of projects which will contribute to the vibrancy, attractiveness and economic development of the Greater Thetford area: with a particular focus on creating high quality employment through attracting and retaining inward investment and growth capable businesses.

Membership:

One representative from each of the following organisations;

- Homes and Communities Agency
- New Anglia Local Enterprise Partnership
- Norfolk County Council
- Breckland District Council
- Crown Estate
- Land Group
- Public Health Service

The sub-group chair will be responsible for ensuring that the work of the GTDP and the Inward Investment Sub-Group are synchronized. The sub-group chair will be nominated by the sub-group and approved by the GTDP Board.

The Inward Investment Sub Group may co-opt specialist advisers for specific pieces of work with the agreement of the main board.

Ways of working:

Through understanding local community needs, explore potential sources of funding to unlock appropriate commercial development opportunities; including funding from the LEPs, future combined authorities, direct government sources. Work to become a partner of choice for investors.

Study and debate how existing development plans can best be utilised to bring forward meaningful economic development to the area, including;

- National Policies
- New Anglia LEP Strategic Economic Plan
- Re-imagining Norfolk
- Local District Plan

- Local Neighbourhood and Town Centre Plans
- The A11 Corridor Study
- Thetford Enterprise Park
- Thetford Sustainable Urban Extension

Where necessary, commission specific pieces of additional consultancy to enable additional costed project proposals to be created.

Make recommendations to the main board with regard to local economic development priorities.

Review the available economic data on a regular basis to understand how the local Thetford economy is performing in comparison to the overall district, regional and national picture.

To provide oversight of the potential and actual economic impact of major local development projects.

To ensure that other initiatives which impact on Town Centres and the Visitor Economy reflect the economic development priorities agreed within the GTDP.

Decision Making:

As it is not formally constituted, the Sub-Group will not have delegated powers, therefore all recommendations from the sub group will require endorsement by the GTDP Board and the individual authorities that are represented on the Board.

Internal and external communication:

The Inward Investment Sub Group will coordinate its work with the other sub groups, 'Community' and 'Planning and Projects' by;

- Consulting with the Community sub group about community needs and desired social outcomes which can shape and prioritise economic development projects.
- Consulting with the Planning and Projects sub group about potential barriers and deliverability of economic development projects being scoped by the Inward Investment sub group.
- Agreeing a common protocol and frequency for reporting back to the main board.
- Coordinating on major reports and proposals to the main board.

All external communications from the sub group shall be routed exclusively via the main board for approval and onward distribution.

Meetings:

Midway between the main board meeting dates.

Due to the commercial sensitivity of much of the discussions, meetings will be private and minuted for the sole use of the sub group members and the main board. Extracts from minutes will not be made available to members of the public unless so agreed by the main board. A highlight report will go to the main board for review.

Breckland Council will provide the secretariat for the meetings.

Meeting venues to be agreed by members.

Confidentiality and Conflicts of Interest:

Members of the sub group agree to keep such matters confidential as is necessary to allow the group to perform its function, abiding by ‘Protocol in Respect of Information Considered at Meetings’ referred to in the GTDP Terms of Reference. Each member is representing their organisation and as such the highest standards of confidentiality will be expected. Members shall declare potential conflicts of interest when they arise. This does not prevent them from taking part in those specific discussions as the group is advisory in nature.

Review:

These Terms of Reference will be reviewed on an annual basis and will be subject to approval by the main board.

Terms:

GTDP : Greater Thetford Development Partnership

LEPs : Local Enterprise Partnerships

DRAFT

Greater Thetford Development Partnership

Planning and Projects Sub-Group

TERMS OF REFERENCE

The Planning and Projects Sub-Group is part of the Greater Thetford Development Partnership (GTDP) and will be governed by the GTDP's Terms of Reference.

Aims/Objects:

Through consultation with key stakeholders achieving planned growth and development delivery rates across the Greater Thetford growth area.

Purpose:

The purpose of the GTDP Planning and Projects sub-group is: -

1. To identify planning and infrastructure barriers to growth and develop solutions to overcome process and delivery barriers as identified by the sub-group or as directed by the GTDP Board; and,
2. To work with key planning and infrastructure delivery agencies across the greater Thetford area to ensure that there is effective and engagement with the work of the GTDP.

Roles and Responsibilities:

The primary roles and responsibilities of the GTDP Projects and Planning Sub-Group are: -

- To act as an advisory body to the GTDP Board to ensure effective engagement of the key stakeholders in the planning process and infrastructure relating to the growth and development of Thetford and surrounding parishes.
- To develop an Infrastructure Delivery Programme in liaison with the Community and Inward investment sub groups to support GTDP ambitions for development of the area.
- To oversee and report to the GTDP on the progress of projects within the Infrastructure Delivery Programme.
- To actively engage with the planning process to identify issues and consider solutions to secure necessary consents and approvals.
- To identify wider delivery agencies and service providers and engage them as necessary for with identification and delivery of projects within their area of responsibility in the infrastructure delivery plan.

- Share project information and priorities and work with the Inward Investment Sub-group to identify where funding opportunities and shortfalls exist in the Infrastructure delivery Plan.
- To work closely with the community sub group to inform planning and project delivery of local issues and priorities.
- To help influence decisions by making considered recommendations to the GTDP Board.
- To support the planned work of the GTDP Board.

Membership:

The membership of the GTDP Planning Sub-Group will be made up of those with a responsibility for planning functions and project delivery and will not replicate the organisational representation on the GTDP Board.

- One representative from each major landowner.
- Two representatives from Breckland Council covering development management and strategic planning and delivery.
- One representative from The Inward Investment sub-group
- One representative from Norfolk County Council Infrastructure and Economic Growth unit.
- One representative from the communities sub group.
- One representative from the Town Council.
- *Other key delivery agents and service providers**

*Other members will be invited to join the work of the group on an as-needed basis. Such bodies may include, but not limited to, Highways England, NCC Children's Services, the local CCG and Network Rail.

The Chair of the sub-group will be responsible for ensuring that the work of the GTDP and Projects and Planning Sub-Group and other sub-groups are synchronized. The Chair will be nominated by the Projects and Planning Sub-Group and agreed annually by the GTDP Board.

The Chair of the sub-group will formally present at meetings of the Board a summary progress report on the work of the sub-group.

Membership will be reviewed annually.

Meetings:

Scheduled meetings to tie in with the programme of GTDP Board meetings; however extraordinary meetings can be called at any time if deemed appropriate.

Notes will be taken at each meeting and circulated no later than two weeks after the meeting has been held.

The meetings of the sub-group will be held in public; the meeting will not be opened up to allow public questions.

Decision Making:

As it is not formally constituted the sub-group will not have delegated powers. Therefore all recommendations from the sub-group will require endorsement by the GTDP Board and the individual authorities that are represented on the Board.

DRAFT

GREATER THETFORD DEVELOPMENT PARTNERSHIP (“GTDP”) - PROTOCOL IN RESPECT OF INFORMATION CONSIDERED AT MEETINGS

1. GTDP is a consultative partnership which comprises representatives from both the public and private sectors. GTDP does not have any decision-making powers.
2. Meetings of the GTDP are not required to be open to public access but the partnership has agreed that public access to meetings will be granted except during discussions which would involve the disclosure of exempt or confidential information.
3. It is recognised that public sector partners are bound by the Freedom of Information Act 2000 (“the Act”) and that, unless an exemption is available and its use can be justified, any information held by one of those public sector partners may have to be released to the public on request. This means that documents associated with the GTDP (such as agendas, reports and minutes) may have to be released by any of the public sector partners.
4. The Partners further recognise that public bodies are subject to other similar rules and that openness and transparency is an essential part of public life. All documents that are not considered to be confidential will therefore be published for public viewing.
5. Notwithstanding the principles set out in paragraphs (3) and (4) above, there will be occasions when it is necessary for the partners to share confidential information. Such information will be withheld where an appropriate exemption is available under the Act and where the withholding of that information can be justified.
6. Where any partner shares any document with other partners which the originating partner considers to be confidential, the originating partner shall ensure that such information is clearly marked as confidential on its front page using the following or similar words:

“This document is provided in the strictest of confidence to the partners, for the time being, of the Greater Thetford Development Partnership. It is considered to be confidential for the following reasons [insert reasons] and any unauthorised disclosure is strictly forbidden”.
7. All partners will treat as confidential and will not disclose to any third party any and all documentation which is marked as confidential in accordance with paragraph 6 above.
8. Where the partner concerned is a local authority, any reasons given must be capable of being withheld under Schedule 12A of the Local Government Act 1972, the Freedom of Information Act 2000 or other statutory provision. Examples include (but are not limited to) legally privileged information, commercially sensitive information and information that contains personal data.

9. Meetings of the GTDP will consider all non-confidential items of business before confidential items of business. Any members of the press or public will be asked to leave the meeting immediately before any exempt or confidential information is to be considered.
10. Any exempt or confidential documents that are circulated by Breckland District Council prior to a meeting of the GTDP shall be appropriately marked as exempt or confidential on each page.
11. Wherever possible, minutes relating to confidential information will be worded in such a way as to withhold confidential information whilst providing as full a record of the discussion as is possible. Where it is impossible to record confidential minutes in this way, a full minute will be recorded for each of the partners and confidential information will subsequently be redacted before the minutes are published.