

## **Greater Thetford Development Partnership Board**

### **TERMS OF REFERENCE**

**(Revised 15 December 2017)**

#### **The Role of the Board**

- To exercise leadership for the activities carried out jointly by the constituent members of the Greater Thetford Development Partnership;
- To bring together the relevant local authorities to have strategic oversight of the delivery of the Greater Thetford Development Partnership's Vision, Aim and Objectives;
- To oversee, coordinate and prioritise delivery of important strategic projects, programmes and investments across the Greater Thetford area.

#### **Board Membership**

One Councillor from each of the following local authorities: -

- Norfolk County Council
- Breckland District Council
- Thetford Town Council
- Croxton Parish Council
- Brettenham & Kilverstone Parish Council

The Chairman of each of the following Greater Thetford Development Partnership Sub Groups: -

- Planning and Projects
- Inward Investment
- Communities

Substitutes: Members may submit substitutes when unable to attend themselves in agreement with the Chairman.

Membership will be reviewed annually. It is the responsibility of the member authorities and sub groups to nominate their representatives to the Board.

#### **Chairman**

The Chairman shall be elected on an annual basis by the Board and will be a representative from one of the local authority members.

The Chairmanship will rotate on an annual basis between the respective local authorities.

#### **Voting**

All members shall have one equal vote.

Specialists from member organisations may present to the Board at the Board's request but will not be entitled to vote on resolutions.

## **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.

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 Chairman 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.

## **Secretariat**

Breckland Council will provide secretariat services to the board.

## **Ways of working**

The Board will have strategic oversight of the delivery of the Greater Thetford Development Partnership's Vision, Aim and Objectives. As appropriate, the Board will direct the activities of three sub groups to deliver the Vision, Aims and Objectives: -

- 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 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.

The Sub-Groups 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.

The Sub-Group Chairmen will have a seat on the main board to aid this reporting and communication.

## **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.

## **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 Board Vision, Aim and Objectives**

**Vision:** Greater Thetford: an outstanding place with opportunities for all

**Aim:** Develop Greater Thetford into a thriving, prosperous and attractive place to be

**Objective 1:** To seek and lobby for investment and improvement in strategic infrastructure

**Objective 2:** To promote the Greater Thetford area as a 'destination of choice'

**Objective 3:** To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities

**Objective 4:** To revitalise Thetford town centre and improve connectivity with public and other forms of transport

**Objective 5:** To ensure a good supply and mix of quality housing with choice and opportunity for all

**Objective 6:** To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live