

## Market Town Initiative (Breckland)

### GOVERNANCE

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<b>Executive</b>	Rob Walker and Paul Claussen
<b>Project Sponsor</b>	Riana Rudland
<b>Project Manager</b>	Steve James
<b>Project Support</b>	Natalie Warren

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### PROJECT BOARD (STEERING GROUP)

The Market Town Initiative Steering Group will:

- Provide strategic direction, monitoring and coordination of the Market Town Initiative;
- Agree a programme of delivery;
- Monitor progress of delivery and spend, including reviewing programme risks;
- Implement a Communications Strategy and secure the co-operation of key stakeholders;
- Develop and promote a Market Town Initiative 'brand';
- Identify, lobby for, secure and coordinate funds and investment;
- Engage the Council Executive in the Market Town Initiative and its development;
- To provide the resources and authorize the funds for the project.

#### Membership:

Paul Claussen (PFH, Place) Rob Walker (Director, Place) Riana Rudland (Project Sponsor); Steve James (Project Manager); Robert Campbell (Economic Development); Alex Cruickshank (Planning), Ralph Burton (Commercial Property); Sarah Barsby (Communications); Stefan Clifford (Locality Team Leader); Mandy Chenery (Finance).

#### Meetings:

The Group will meet on a monthly basis or more frequently if required. Meetings will be Chaired by the Project Sponsor. Project Support will administer the meetings.

#### Decision Making and Finance:

Whilst this group is not a formal decision making body both the Executive Member and Executive Director hold the delegated authority to make certain decisions, inc. finance, which will be used as appropriate.

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## **PROJECT TEAM**

The Market Town Initiative Project Team will:

- Work closely with the Steering Group and the project leads for each project;
- Implement and deliver key projects;
- Project Manage the Market Town Initiative
- Be responsible for financial reporting, project tracking and risk management;
- Explore funding options and identify/secure funding for key projects;
- Develop Town Visions and associated Action Plans;
- Engage Ward Councillors and other local stakeholders in Market Town Initiative;
- Ensure buy-in from across all Council services.

### **Membership:**

Stefan Clifford (Locality Team Leader); Rebecca Lumbis (Community and Environmental Services); Cassie Ruffle (Economic Development); Ian Lambert (CIP Team) Simon Taylor-Avery (Facilities); Mike Brennan (Planning); Zoe Footer (Asset Management); Nicki Clarke (Housing); Matt Barnard (Communications).

### **Meetings:**

The Group will meet on a fortnightly basis or more frequently if required. Meetings will be Chaired by the Project Manager.

### **Decision Making and Finance:**

Responsibility for operational decisions and spend only within agreed budgets.

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