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## Greater Thetford Development Partnership

### Community Sub-Group

#### TERMS OF REFERENCE

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

#### **Aims/Objects:**

To ensure that the forthcoming development in and around Thetford is carried out in a sympathetic manner, and in the best possible way for the current and future residents, businesses, and visitors; and also to ensure full transparency and community engagement as the plans are developed and implemented.

#### **Purpose:**

The purpose of the GTDP Communities Sub-Group is: -

1. To advise the GTDP Board on matters of community interest;
2. To be responsible for community-related initiatives as directed by the GTDP Board; and,
3. To work with interested stakeholders from across the greater Thetford area to ensure that there is effective community consultation and engagement with the work of the GTDP.

#### **Roles and Responsibilities:**

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

- To act as an advisory body to the GTDP Board on how effective community consultation and engagement can be achieved on issues relating to the growth and development of Thetford and surrounding parishes.
- To develop a consultation framework for the GTDP's work programme and strategy.
- To actively engage businesses, organisations and communities that are not directly represented on the GTDP Board in the work of the Partnership.
- To be a route through which residents, businesses, community groups, parish councils, town council and others can channel opportunities, issues and concerns, with a view to solving problems together and/or preparing submissions for consideration by the GTDP Board.
- To work closely with residents, businesses, community groups, parish councils, town council and others to ensure effective communication and consultation on GTDP related matters.
- To identify, encourage and take the lead on improvement projects within the *greater* Thetford area that are community focused subject to available funding.

- 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 Communities Sub-Group will be representative of local communities and will not replicate the organisational representation on the GTDP Board.

- One representative from Thetford Town Council
- One representative from Brettenham and Kilverstone Parish Council
- One representative from Croxton Parish Council
- *Four independent members \**

The four independent members, representing local communities, will be selected following public advertisement. Selection of these members – and preparation of advertisements – will involve the three representatives listed above and the Chair of the GTDP Board.

The Chair of the sub-group will sit on the GTDP Board and will be responsible for ensuring that the work of the GTDP Board and Community Sub-Group are coordinated.

The Chair will be nominated by the Community Sub-Group and agreed annually by the GTDP Board.

Membership will be reviewed annually.

The sub group may invite additional people with specialist knowledge or expertise when appropriate.

Membership will be supported by Breckland Council Community Services Manager and nominated officer from the relevant local authorities.

### **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. Contributions from members of the public will be welcomed, at the invitation of the Chair.

Local Committee Clerks will provide support and organisation.

### **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.

**Declarations of Interest:**

Sub-group members must inform the Chair if they have a financial or personal interest in any matter being considered by the sub-group. The Chairman will decide whether the interest disqualifies the member from the relevant discussion.