

NEW BOLSOVER JOINT PARTNERSHIP COMMITTEE TERMS OF REFERENCE

1. STATUS

1) New Bolsover Partnership Committee is a Joint Committee of Bolsover District Council and Derbyshire County Council established under section 101 (5) and 102(1) of the Local Government Act 1972 in order to discharge the functions of those Councils in relation to the New Bolsover Heritage Lottery Fund Heritage Grant.

2) The Committee has power to co-opt members to the Partnership Committee pursuant to section 102 (3) of the Local Government Act 1972 but these co-opted members shall not hold voting rights (section 13 of the Local Government and Housing Act 1989).

3) The Committee is not a partnership as defined in section 1 of the Partnership Act 1890 and further the Partnership Committee is a non-profit making group.

2. PURPOSE

(1) The purpose of the Partnership Committee is to oversee jointly the Development phase of the New Bolsover Heritage Grant scheme in accordance with the grant offer dated 8 April and the application form dated 18 November and all associated documents. This will include:-

- The development of all documents required for the round 2 application, to include activity plan, conservation plan, management and maintenance plan, business plan, specification for energy works and match funding, tender documentation to RIBA/L1 Stage C
- Community consultation and community development work to be carried out by partners including CVP, Derbyshire Environmental Services, Junction Arts, the Heritage Skills Hub
- Work with local organisations and residents to development as many opportunities as possible for resident involvement in the scheme, including in its management, with appropriate support and development opportunities for individuals
- Development of training and skills development proposals, prioritising opportunities for local residents
- Development of interpretation proposals for the scheme, both during and after delivery
- Development of proposals to ensure public benefits exceed private gain for privately owned properties, including security measures to allow grant repayment in the event of sale and to ensure appropriate management and maintenance
- Development of robust monitoring and evaluation proposals for all aspects of the project

3. GOALS AND OBJECTIVES OF THE PARTNERSHIP COMMITTEE

Working in partnership with a range of organisations the Partnership Committee

aims to stimulate a conservation-led regeneration project for New Bolsover Model Village with the following objectives:

The main aims of the project are:-

- To implement a programme of repair and restoration which will include the reinstatement of architectural detailing such as windows
- To work in partnership with community organisations to strengthen community spirit and promote pride in local heritage
- To improve housing and housing conditions for local people through physical improvement, better maintenance, and improved thermal efficiency
- To provide local training and volunteering opportunities

4. POWERS OF THE PARTNERSHIP

- (1) The issuing of grants in accordance with regulations set down by Heritage Lottery Fund
- (2) Approval of documents outlined in Paragraph 2(1) and Stage 2 Grant applications.

5. MEMBERSHIP OF THE PARTNERSHIP COMMITTEE AND VOTING

- (1) The Initiative Committee shall comprise the following members:-

VOTING MEMBERS:-

- (i) 10 members appointed by Bolsover District Council
- (ii) 2 members appointed by Derbyshire County Council

6. NON VOTING CONSULTEE MEMBERS:-

- (i) 1 member appointed by English Heritage from the English Heritage East Midlands Conservation Team.
- (ii) 1 representative from Heritage Lottery Fund
- (iii) 1 representative from each of the following:-
Residents Association, Junction Arts, Heritage Hub, Derbyshire Environmental Studies, Groundwork Creswell, Bolsover Local Strategic Partnership, Junction Arts.

7. THE PARTNERSHIP COMMITTEE WILL BE ADVISED BY

- (i) Assistant Director - Planning and Environmental Health
 - (ii) Head of Housing , Bolsover District Council.
 - (iii) Housing Asset Manager
 - (iv) Housing Strategy Manager
 - (iv) Conservation and Design Manager, Derbyshire County Council..
 - (v) Project Manager – New Bolsover Heritage Grant Scheme .
 - (vi) Community Consultation officer
- And other officers of Bolsover District Council as necessary.

8. SECRETARIAT

(1) The Clerk to the Partnership Committee shall be the Monitoring Officer of Bolsover District Council who will provide the secretariat to the Partnership Committee and, in particular, will be responsible for convening meetings and recording the minutes.

The Treasurer of the Committee shall be the Chief Finance Officer for the time being of Bolsover District Council or that Officer's representative.

9. FREQUENCY OF MEETINGS

(1) The Partnership Committee shall meet quarterly with such further meetings as the Chairman or any two members of the Initiative Committee or the Chief Executive Officer may consider necessary or may request in the event of urgent business arising

(2) At least five clear days notice will be given by the Monitoring Officer of the business to be conducted at a meeting, except in the case of an emergency, in which event the secretariat will give such notice as is reasonably practicable in the circumstances.

10. QUORUM

(1) The quorum and voting for any meetings of the Partnership Committee shall be 3.

(2) Voting shall be by simple majority of all those present and entitled to vote.

11. NATURE OF MEETINGS

(1) Meetings of the Partnership Committee shall be held in public unless members of the Partnership Committee wish to discuss matters of a confidential or exempt nature in which event they have the right to exclude members of the press and public in accordance with the Local Government Act 1972 and related provisions.

(2) The provisions of the Local Government Act 1972 including section 100 (Access to Information) and any amending legislation or Regulations apply to meetings of the Partnership Committee.

(3) Bolsover District Council's Procedure Rules shall apply to the proceedings of meetings of the Partnership Committee.

12. MINUTES

(1) Minutes shall be kept of each meeting by the Monitoring Officer and shall be signed as an accurate record at the beginning of the following meeting by the person presiding. Copies of minutes shall be forwarded to the Bolsover District Council and Derbyshire County Council upon signature.

13. CORRESPONDENCE

(1) The official correspondence of the Partnership Committee shall be conducted through the Monitoring Officer of Bolsover District Council.