

NBMV HLF Project Community Engagement & Public Realm Implementation Group Terms of reference - May 2016

Purpose / role of the group:

- To plan, co-ordinate and facilitate delivery of the Community Engagement and Public Realm elements of the Project Action Plan
- To report to the NBMV HLF Project Steering Group
- To feedback and liaise with local residents

Membership:

Membership of the group is open to all project delivery partners, District & Town Council representatives and Local resident representatives. The following groups/individuals have been identified as key members:

- Kim Wyatt – NBMV Project Manager
- Matt Connley (or representative) – Leisure Services
- Peter Campbell (or representative) – Housing Services
- CAN Rangers
- Police (PCSO)
- Debbie Whitehead (BDC – Youth Council)
- Steve Brunt – Street Services
- Carol Heeley – DCC ACE
- Georgina Greaves - DCC Environmental Studies
- Wendy Fletcher - Local School(s)
- Public Health representative
- BDC Councillor representative (Cllr Rose Bowler)
- Old Bolsover Town Council Representative (Cllr Bernard Haigh)
- Professional staff / consultants (working on project)
- Bolsover Civic Society
- Junction Arts
- Elsa MacPherson – CVP – Training & Volunteering Co-ordinator
- Jess Holmes – CVP – Community Organiser
- Lorna Wallace – CVP – CEO
- Residents representatives (min. 2)

Accountability:

The Implementation Group is accountable to the NBMV HLF Project Steering Group and to Local Residents

Review:

The implementation Group will review its performance and the Terms of Reference annually for the lifetime of the project

Working methods / ways of working:

- The Implementation Group may establish sub groups from time to time e.g. Public Realm
- Meetings will be held at least quarterly
- Meetings will be Chaired by a CVP representative – normally the CVP CEO
- The secretariat to the meeting will be provided by BDC and/or CVP
- A standard agenda will be agreed by the Implementation Group however, any member of the group can add items to the agenda by notifying the group secretariat in advance of the meeting

- Meeting papers will be circulated at least one week prior to the meeting
- The Implementation Group will be an open meeting - open to new members and to observers but will not be a public meeting. Public engagement will be provided through regular drop-in sessions
- Implementation group members will be expected to work collaboratively – sharing information and resources and through open and honest dialogue.