

## **ANNEX C: CIRENCESTER TOWN CENTRE PROGRAMME BOARD TERMS OF REFERENCE**

The overall purpose of the Cirencester Town Centre Programme Board (“the Board”) is to oversee the delivery of a new Masterplan for Cirencester Town Centre, a requirement of the Council’s adopted Local Plan and the Corporate Plan.

### **Terms of reference:**

#### **1. Strategic management**

- a) To give effect to the agreed Memorandum of Understanding between Cotswold District Council and Cirencester Town Council to work collaborative in the preparation of the Cirencester Town Centre Masterplan;
- b) Agree a project plan that will lead to the delivery of new Masterplan for Cirencester Town Centre and indirectly the delivery of the Cirencester Neighbourhood Development Plan
- c) Receive updates on, and monitor progress against, the project plan, key tasks and critical paths;
- d) Agree remedial actions to be taken in the event of any slippage against the project plan;
- e) Agree a communications strategy (who, what, when, where and how) and undertake defined roles in relation to that strategy;
- f) Act as a sounding board for any specific issues requiring member input prior to the submission of formal reports to Cabinet;
- g) The Board will provide oversight and make recommendations to Cabinet in relation to work programming and staffing resources;
- h) Champion the use of modern technology to aid plan-making and community engagement;
- i) Oversee responses to government consultations on the planning system; and
- j) Receive updates and to on the progress of Cirencester Town Council’s Neighbourhood Development Plans.

#### **2. Financial management**

Consider and oversee (and if necessary, recommend to Cabinet) the allocation of financial resources to support the development of the Masterplan; any associated policy documents (for example Cirencester Town Council’s Neighbourhood Development Plan); and evidence in line with the project management plan.

#### **3. Accountability**

The Board is accountable to Cabinet where it will be represented by the Leader of Cotswold District Council.

#### **4. Performance management**

The Board will be responsible for monitoring and reviewing performance against the council’s relevant efficiency measures and timetable. This will also include an oversight of risks.

**5. Membership**

To be determined.

**6. Arrangements for meetings:**

- a) Board meetings will normally take place once a quarter (or as projects demand) and where practical Meetings will normally be held immediately following the Cirencester Town Centre Plan Board.
- b) The Board is not a decision making body.
- c) Administrative support (minutes) will be provided by Committee Services.
- d) Project support will be provided by Forward Planning's Project Officer.