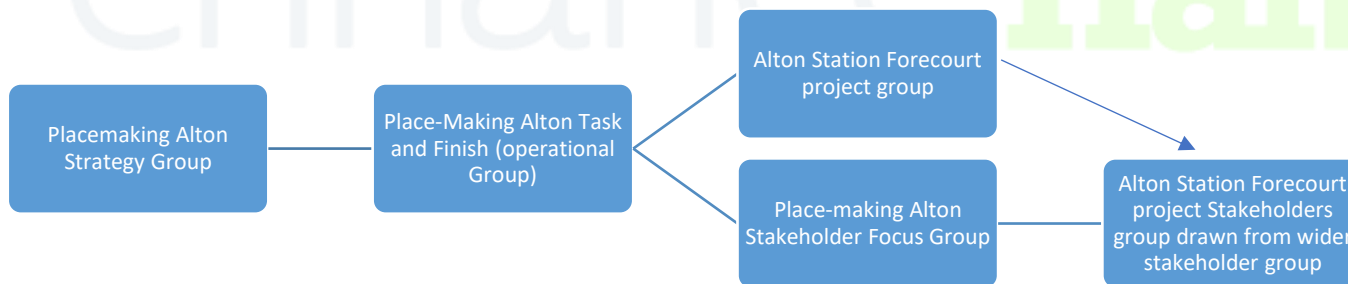


Purpose and explanatory note:

- For oversight of the place-making strategy programme for Alton.
- Subgroups can report to and feed into the respective strands on project progress – should be captured through the right membership and agreed communication and information sharing.
- Terms of reference would need to be drafted and agreed by all strands of the governance structure.
- Corporate project management protocols (e.g. project budget, delivery programme) for projects within the programme remains for the agreed partner organisation project leads to manage within their respective organisation.

Worked example:

- Alton Station Forecourt Project



**Alton Station Forecourt project group membership:**

Chair: Sarah Hobbs – EHDC, Community Infrastructure

Mark Youngman – South Western Railway

Andy Shaw – Hampshire County Council

Paul Richmond - Network Rail

Jaime Rockhill – Network Rail

Gino Johnson – South Western Railway

Leah Coney – Alton Town Council

Anthony Cailles - HBC, Engineering designs

Stuart Wood – HBC, engineering designs

Kate Hillerby – EHDC, Funding

Charlotte Curtis – South Western Railway



### Place-Making Alton Strategy Group

- **Membership:** EHDC Portfolio Holder, Town Councillor, District Councillor(s), County Councillor, Alton Town Clerk, EHDC Regeneration HoS, HCC Rep. Can be flexible if others are needed at certain stages of work
- **Chair:** EHDC Portfolio Holder
- Emphasis on giving strategic direction to Task & Finish (Operational) strand. Resolving blockages as needed to enable the to Task & Finish (Operational) strand to advance their work. Meets every six months.
- Links / co-ordination with priorities in other key plans and policies such as Neighbourhood Plan. **Steering and influencing, recommendations to decision-makers. Can escalate issues to Executives respectively**
- Agrees the Alton Place-Making action plan arising from the Place-Making Strategy and receives reports on deliveries to actions, agrees the Place-Making Alton communication plan.
- Links to external partners e.g. LEP, MPs - via this strand
- Review the group on an annual basis.

### Place-Making Alton Task & Finish (Operational) Group

- **Membership:** Town Council Officers, District Council Officers (Communities, Property & Regeneration Teams), County Council Officers. *Membership may flex depending on stages of programme*
- **Chair: HCC? May depend on key and relevant matters**
- **Emphasis on ensuring co-ordination and facilitation of work as and where needed across partner organisations and timely delivery.** Meets every three months.
- Work plan priorities shaped by the Place-Making Alton action plan, report back on progress to Strategy strand.
- Carry out work by developing projects, seeking funding, tenders and contract monitoring.
- Form a communications plan and communication protocol for information dissemination and public engagement.
- Informed by Stakeholder Group. There may be a series of sub-groups that report into the operational strand.
- Review the group on an annual basis.

### Place-Making Alton Stakeholder Focus Group

- **Membership:** Town Council Officers, Town Councillors, Alton Society, Curtis Museum / Allen Gallery / Tourism reps., EHDC Officer, HCC Officer, Residents Group - e.g. ADRA, Alton Matters, Alton Community Association, Business Input /Retail Community, SWR? School rep?/Parent Groups?/ HCC School Travel Plan Officer? Voluntary Group? **Potential for core group plus other members drawn in as required on specific projects.**
- **Chair: May depend on key and relevant matters**
- **Primarily the group is a disseminator and sharer of information on Alton Place-Making projects.** Meets every three months.
- Potential for the working group to be able to forge links needed for taking forward funding bids and contributing to the drafting of funding bids – could therefore have a consultee and consulting role
- Membership of the group could change subject to the projects being taken forward, project stages etc.
- Informs the Task & Finish (Operational) strand. Link to Strategy strand TBC
- Potential for the group to undertake some pieces of work, such as Let's Talk events and public engagement, developing funding prospectus?
- Review the group on an annual basis.

# Place-Making Alton Strategy Group

Terms of Reference (June 2020)

The group forms part of a three-tier governance structure for place-making in Alton.

## Purpose

To provide strategic direction to, and resolve blockages for, the Alton Task & Finish Group

## Principles

- To share best practice;
- To avoid duplication of roles, responsibilities and services; and
- To promote joint-working between organisations to ensure sustainability and longevity of project resources, finances and viability.

## Roles & Responsibilities

Although the group's approach will evolve as the place-making programme for Alton continues, the group will enable collaborative working and support amongst partners. The group will have the following roles and responsibilities:

- To inform and agree the Place-Making Alton Action Plan, as developed by the Task & Finish Group;
- To inform and agree the Place-Making Alton Communications Plan, as developed by Task & Finish Group;
- To link and coordinate the priorities of other key plans and policies<sup>1</sup> into the place-making and enhancement of Alton;
- To receive reports on progress from the Task & Finish Group and the Place-Making Alton Strategy Group, and provide strategic direction to all tiers of the Place-Making Alton Governance;
- To support the normal / statutory routes for raising concerns and influencing outcomes, including the escalation of issues to respective executives; and
- To form links to external partners<sup>2</sup> to promote and support the place-making and enhancement of Alton.

## Membership, meeting frequency & format

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<sup>1</sup> For example, the Alton Neighbourhood Plan etc.

<sup>2</sup> For example, Local Enterprise Partnership (LEP), MP etc.

The Place-Making Alton Strategy Group will be chaired by the EHDC Portfolio Holder for Community Development, Place-Making and Infrastructure, and the secretariat will be provided by EHDC Officers. The Place-Making Alton Strategy Group will;

- Virtual meetings held monthly or bi-monthly;
- Review terms of reference, membership and role on a yearly basis;
- Comprise the following councillors and officers from each of the following organisations *(in alphabetical order of organisation)*;
  - **East Hampshire District Council (EHDC);**
    - **Alton Amery:** Steve Hunt
    - **Alton Ashdell:** Suzie Burns
    - **Alton Eastbrooke:** Paula Langley
    - **Alton Holybourne:** Graham Hill
    - **Alton Westbrooke:** Richard Platt
    - **Alton Whitedown:** Ginny Boxhall
    - **Alton Wooteys:** Stephen Dolan
  
    - Officer – Danielle Friedman-Brown (Regeneration & Place-Making Manager)
    - Officer – Sarah Hobbs (Senior Community Infrastructure Officer)
  - **Hampshire County Council (HCC);**
    - Councillor – Cllr Andrew Joy and Cllr Mark Kemp-Gee
    - Officer – Simon Cramp
  - **Alton Town Council (ATC);**
    - **Alton Amery:** Sharon Cullen, Amanda Durley
    - **Alton Ashdell:** Suzie Burns, Christopher Lawrence
    - **Alton Eastbrooke:** Gideon Cristofoli
    - **Alton Holybourne:** Paul Crossley, Graham Hill
    - **Alton Westbrooke:** Matthew Bayliss, Richard Platt
    - **Alton Whitedown:** Ginny Boxall, Pam Jones, Graham Titterington
    - **Alton Wooteys:** Pam Bradford
    - Officer – Leah Coney (Town Clerk)
- **Member of Parliament (MP)**

- Damian Hinds MP

The meetings (including outcomes and actions) will be closed to the public due to possible sensitivities, and any information shared in confidence must be treated as such. Information may be shared by email between meetings.

### **Term**

The Group is set up until the end of the delivery of the Enhance East Hampshire Place-Making Strategy in 2036. The Group will review its purpose and Terms of Reference on a yearly basis (every year) on the date of the first meeting (29 June 2020) to ensure relevance and capture natural evolution of the place-making priorities and principles.

enhance East Hampshire