

Purpose and explanatory note:

The place-making governance structure for the southern parishes of Clanfield, Horndean and Rowlands Castle aims to promote joint working between community groups and all three tiers of local government in order to progress with, and ensure the longevity and sustainability of, place-making projects and initiatives. The governance structure does not instruct, nor dictate, the organisations involved, but instead promotes open communication and partnership working to achieve shared goals and aspirations.

The intended key principles and purposes of the governance are:

- To share best practice and support one another;
- To avoid duplication of roles, responsibilities and services;
- To deliver the recommendations of the “Enhance East Hampshire Place-Making Strategy” in the southern parishes of Clanfield, Horndean and Rowlands Castle;
- To draft, finalise and deliver an Action Plan for the southern parishes of Clanfield, Horndean and Rowlands Castle;
- To draft, finalise and deliver a Communications Plan for the southern parishes of Clanfield, Horndean and Rowlands Castle; and
- To create sub working groups (as appropriate) to manage and deliver agreed projects in the southern parishes of Clanfield, Horndean and Rowlands Castle.

The governance structure comprises two strands;

- The **Strategy Group** will steer the place-making programme, action plan and projects (as appropriate) and make recommendations (as needed) to the lead organisations’ executive decision-making groups / committees; and
- The **Delivery Group** will create, finalise and deliver the action plan and subsequent place-making projects, and lead on, and input into, public consultation work.
 - In recognition that much of the local “on-the-ground” workings of the parish councils are delivered by parish councillors, parish councillors from each parish will be invited to attend to the group as and when required; and
 - In terms of individual projects, the group will identify one of its members to be the lead organisation, this organisation will then lead the project sub-working group and report back to members.

As part of the above;

- Terms of Reference (ToR) will be drafted for, and agreed by, the two governance strands; and
- Corporate project management protocols (e.g. project budget, delivery programme) for projects within the programme will remain for project leads to manage within their respective organisation.

Southern Parishes Place-Making Strategy Group

Core Membership:

- Cllr Robert Mocatta - EHDC Portfolio Holder for Community Development, Placemaking & Infrastructure (**Chair**)
- Cllr Ben Bentley - EHDC Assistant Portfolio Holder for Community Development, Placemaking & Infrastructure (**Deputy-Chair**)
- Cllr Julie Butler - EHDC Portfolio Holder for Welfare & Community Integration
- Cllr Ken Moon – EHDC Councillor for Clanfield and EHDC Portfolio Holder for Economic Development & Rural Affairs
- Cllr Arthur Agate – EHDC Councillor for Clanfield
- Cllr Malcolm Johnson – EHDC Councillor for Rowlands Castle
- EHDC Councillors for Horndean
- EHDC Regeneration & Place-Making Manager
- HCC Councillor
- HCC Officer
- Clanfield Parish Clerk
- Clanfield Parish Councillor
- Horndean Parish Clerk
- Horndean Parish Councillor
- Rowlands Castle Parish Clerk
- Rowlands Castle Parish Councillor

Frequency: Initially 1 meeting per month, but this could be made quarterly if required / appropriate.

Secretariat: EHDC Regeneration Officer.

Purposes:

- Provide strategic direction to, and receive project updates from, the **Delivery Group**.
- Agree the Action and Communication Plans for the Southern Parishes Place-Making Programme.
- Provide, steer and (where appropriate) influence recommendations to decision-makers, bodies and committees within their respective organisations.
- Resolve "blockages" (as needed) to enable to **Delivery Group** to advance action plan projects.
- Link / co-ordinate priorities in other key plans and policies (i.e. Neighbourhood Plans).
- Link to external partners such as, but not limited to, LEP, MPs etc.

Terms of Reference (ToR): To be drafted, agreed and reviewed annually.

Southern Parishes Place-Making Delivery Group

Core Membership:

- EHDC Regeneration & Place-Making Manager (**Chair**)
- EHDC Regeneration Officer
- EHDC Community Development Officer
- HCC Transport Service
- Clanfield Parish Clerk
- Horndean Parish Clerk
- Rowlands Castle Parish Clerk

Extended Membership:

It is likely that the following will need to attend the Delivery Group, as required, depending on the agenda / nature of the projects being discussed:

- Community First
- EHDC Sports Development Officer
- EHDC / HBC Planning
- EHDC Property
- Clanfield Parish Councillor
- Horndean Parish Councillor
- Rowlands Castle Parish Councillor
- Horndean Community Association
- Horndean Technology College

Frequency: Initially 1 meeting per month, but this could be made quarterly if required / appropriate.

Secretariat: EHDC Regeneration Officer.

Purpose:

- To be steered by, and provide updates to, the **Strategy Group**.
- Draft, finalize and deliver the Place-Making Action and Communications Plans.
- Deliver projects in conjunction with the Place-Making Programme and Action Plan through sub-working groups.
- Identify and acquire funding to carry out the above Place-Making Programme, Action Plan and Projects.
- Disseminate information to the local community and lead on public consultation work (i.e. "Let's Talk").

Terms of Reference (ToR): To be drafted, agreed and reviewed annually.