



Dereham Town Plan Working Group
a joint working group of
Dereham Town Council and the aboutDereham Partnership



Terms of Reference

Approved by DTC ... date ... and aD ... date ...

1. Background

Breckland Council has allocated £392,000 to commission Town Plans for its five market towns. Breckland has already gone out to tender for consultants to carry out the work, with a view to placing contracts in January 2021. Dereham will most likely be the first as a trailblazer for the other four market towns.

Dereham Town Council (DTC) received a report from aboutDereham (aD) at the full council meeting on 12 January 2021 in which the case was made that, without joined-up working together, there was the possibility of the Town Plan being 'done to' Dereham rather than 'with' or 'by' Dereham.

Dereham Town Council agreed on 12 January 2021 to set up a joint Dereham Town Plan Working Group (**DTPWG**) with aboutDereham.

2. Purpose of the joint Dereham Town Plan Working Group

The working group has been formed to:

Immediate:

- Agree, as far as possible, a joint approach to the proposed Town Plan project;
- Prepare a vision for the future of Dereham;
- Contribute to the Town Plan project as it proceeds;

Longer term:

- Recommend longer term arrangements for regular co-ordination between DTC, other councils, Dereham businesses and the voluntary and community sector; and
- Agree permanent arrangements for consulting, prioritising, co-ordinating, delivering projects and, over time, updating the Town Plan.

3. Reporting

A **DTPWG** representative will present a written report to every DTC meeting (held on the second Tuesday of each month) and to the aboutDereham Partnership meeting (every two months).

4. Status and responsibilities

DTPWG is a joint working group of DTC and aD. It will act in an advisory capacity to both DTC and aD. It has no powers to commit DTC or aD to spending and does not hold decision making powers. The **DTPWG** may liaise with other Councils and consult with other organisations.

The final version of the Terms of Reference shall be subject to approval by DTC and the aD Partnership.

5. Time

The **DTPWG** will be constituted for an initial period of 12 months and reviewed annually thereafter. This period may be extended by a joint decision by DTC and aD.

6. Membership

The **DTPWG** will be formed of 4 DTC councillors and 4 representatives of aboutDereham.

Maximum total number 8

Quorum will be 5.

The Chairman will be the Mayor. The Vice Chair will be the Chairman of the aD Partnership.

The group will appoint a secretary. Carolyn Coleman has agreed to carry out this role.

The membership will be approved by DTC and aD.

7. Meetings

Meetings need not be open to the public, as this is not a sub committee of DTC. However, DTPWG will produce agenda and notes of meetings and publish them, after agreement by the **DTPWG**. The documents will be published on an area within the aD website.

Meetings will be notified directly to individual members of the **DTPWG** at least three clear days ahead. Meetings will normally be held monthly, by Zoom (until face to face meetings are allowed again under Covid restrictions).

The target time limit for meetings is 90 minutes.

Nominated substitutes only allowed in case of absence.

All members of the **DTPWG** agree to follow the Ground Rules for Working Groups (as below).

8. Conflicts of interest

Members of **DTPWG** who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the meeting for discussion of that item and not vote on that matter.

9. Expenses

DTPWG has no budget, and reimbursement for the members' time will not be made

Ground Rules for Working Groups

Personal conduct

Agree expectations that the group has about how each member will behave:

- Treat people with respect,
- Encourage participation,
- Be polite and understanding,
- Be reliable and honest,
- Actively contribute at meetings and between meetings,
- Stick to agreed commitments.

Working Practice

Agree expectations about how the group will work:

1. How will meetings run?
2. What should someone do if they cannot attend a meeting or complete work on time?
3. How will decisions be made?
4. What if there is disagreement?