**Kirkby Plan for Neighbourhood Board**

Heritage, High Streets & Transport Subgroup

**Terms of Reference**

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| Name | Kirkby Town Board - Heritage, High Streets & Transport Subgroup |
| Role | To undertake the role of developing projects and grant funding programmes for the Plan for Neighbourhoods themes of High streets, heritage, and regeneration and Transport and connectivity.  This will include setting up grant schemes and providing information and recommendations on projects, including the proposed allocation of funding and award of grants to the Funding Subgroup. |
| Chair | Teresa Jackson |
| Vice Chair | Dianne Holmes |
| Membership | Kelvin Eatherington – Nottingham Trent University  Amy Fox – Portland College  Dianne Holmes – ATTFE  Peter Cribb – Inspire Culture  Teresa Jackson – AVA  Angie Peppard / Pauline Stojanovic – Our Centre  Roy Lewis – KARA |
| Supporting officers | Christine Sarris – Assistant Director Planning, Ashfield District Council  Paul Crawford – Investment Manager, Ashfield District Council  Sarah Vaughan – Wellbeing Officer, Ashfield District Council |
| Direction from | Kirkby Plan for Neighbourhoods Board and Funding Subgroup |
| Direction to | Kirkby Plan for Neighbourhoods Board |
| Communication to | Kirkby Plan for Neighbourhoods Board, Ashfield District Council S151 Officer, Kirkby Plan for Neighbourhoods Board Subgroups |
| Meeting Frequency | As and when required |
| Decision Making | Whilst the aims of the subgroup are always to have a consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the chair shall have one casting vote. |
| Quorate requirement | 1/3 of members |
| Minuted by | Ashfield District Council |

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| Responsibilities | 1. Support the development of business cases and project proposals for Plan for Neighbourhoods and related projects 2. Set up and oversee grant schemes where required. Raise any identified matters for discussion at the Subgroup meetings. 3. Ensure resourcing capacity is available to undertake the agreed tasks within the agreed timeframes. 4. Provide feedback on the business cases and project proposals and recommendations on the award of grants and allocation of funding to projects to the Funding Subgroup 5. Provide recommendations to the Funding Subgroup and Board regarding approval of business cases and project proposals. 6. Follow the Kirkby Plan for Neighbourhoods Board Constitution, including declarations of interest etc. 7. Uphold the Seven Principles of Public Life (the Nolan Principles). |
| Approved Date: 18th September 2024 | |
| Signed by Chair – T. Jackson | |