

North Walsham High Street Stakeholder Group: Terms of Reference

<p><b>Membership</b></p>	<p>To include representatives from:</p> <ul style="list-style-type: none"> <li>• NNDC (Local Member, Economic Growth and Conservation &amp; Landscape);</li> <li>• Regenerate North Walsham;</li> <li>• North Walsham Town Council;</li> <li>• Paston College.</li> </ul> <p>This will form the core group but others may be asked to attend as needed.</p>
<p><b>Support &amp; Resource</b></p>	<p>NNDC will provide agenda/admin support as required.</p>
<p><b>Purpose</b></p>	<p>To inform, shape and engage in the delivery of the North Walsham High Street Heritage Action Zone.</p>
<p><b>Objectives and Deliverables</b></p>	<ul style="list-style-type: none"> <li>• To understand the scope of the HSHAZ programme, its purpose and objectives;</li> <li>• To provide clear communication to partners, the local community and other stakeholders, sharing the ambitions of the project and ensuring the parameters of the project are understood;</li> <li>• To support the co-ordination of stakeholder engagement events and activities;</li> <li>• To act as 'positive' ambassadors of the project;</li> <li>• To undertake actions as required to support the programme design phase;</li> <li>• To share local knowledge and expertise as needed to support the delivery of the 4 year programme;</li> <li>• To lead on the formation of the cultural consortium.</li> </ul>
<p><b>Administration</b></p>	<p>Agendas will be circulated in advance.</p> <p>Informal minutes will taken and key actions will be noted. These will be circulated to the group.</p>
<p><b>Frequency of meetings</b></p>	<p>Fortnightly (or as agreed) during the programme design phase.</p> <p>Meeting frequency to be agreed by consensus thereafter.</p>
<p><b>Housekeeping</b></p>	<p>Participating organisations should seek to send a nominated representative to each meeting.</p> <p>Apologies should be notified in advance</p>