

**Terms of Reference for  
Swadlincote Townscape Heritage Scheme Grants Panel  
Agreed at Grants panel Meeting on 24<sup>th</sup> March 2016**

**(A) Role and Purpose**

- A.1 The Swadlincote Townscape Heritage Scheme is a three year project for the Conservation Area that aims to build on a decade of investment, allowing Swadlincote to continue its journey of heritage-led regeneration.
- A.2 The Swadlincote Townscape Grants Panel shall determine whether grants of over £5,000 are awarded or rejected for buildings/projects within the Swadlincote Conservation Area.
- A.3 Decisions will be made on the basis of a stage 2 application that will include a full schedule of works, drawings and historical justification if required.
- A.4 As this is a Heritage Lottery Fund project their terms and conditions apply.

**(B) Members, Chair, Attendees, Secretary, Terms of Office**

- B.1 The Members of the Panel will be:
  - Three SDDC Councillors (changes to be agreed)
  - DCC Councillor (changes to be agreed)
  - Representative of Swadlincote Chamber of Commerce
  - 2 Young Persons (aged 11-16)
  - Magic Attic Representative
  - Conservation and Design Section Manager (DCC project partner)Other Attendees:
  - Townscape Heritage Project Officer
  - Conservation Officer
  - Design Excellence Officer
- B.2 Membership to the Panel will be for the lifetime of the project
- B.3 All Members of the Panel will be able to vote. Decisions will be made, assisted by the Grants Criteria, by the number of votes with the chair of the panel having the casting vote if necessary.

**(C) Meetings: Frequency, Notice, Format**

- C.1 The Panel will be twice yearly with the exception of the first year which requires a third panel.
- C.2 The notice period for the meeting will be three weeks before the panel meeting, with papers to be sent, by email, a minimum of two weeks before the meeting.
- C.3 The Panels will be arranged and organised by the Townscape Heritage Project Officer.
- C.4 The chair of the panel is to be confirmed
- C.5 The grant applications will be presented to members of the Panel by the Townscape Heritage Officer and the Conservation Officer with other Officer input where appropriate.

**(D) Minutes and Reporting**

- D.1 Notes on action points and decisions will be taken by a South Derbyshire Officer and emailed after the panel meeting in a timely manner.