

**Draft Terms of Reference  
for Swadlincote Townscape Heritage Scheme Project Board  
February 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 Project Board purpose is to track progress and discuss future plans and also make any key decisions about the project and approve any changes to the scheme.
- 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 Board will be:
  - Three SDDC Councillors (changes to be agreed)
  - DCC Councillor (changes to be agreed)
  - Representative from Town Team
  - Conservation and Design Section Manager (DCC project partner)Other Attendees:
  - Townscape Heritage Project Officer
  - Conservation Officer
  - Design Excellence Officer
  - Environmental Development Manager
- B.2 Membership to the Board will be for the lifetime of the project
- B.3 Should it be required then all Members of the Board will be able to vote except for the South Derbyshire Officers. Decisions will be made by the number of votes with the chair of the Board having the casting vote if necessary.

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

- C.1 The Board will be twice yearly or more frequently should it be required.
- C.2 The notice period for the meeting will be three weeks before the Board with papers sent round a minimum of 1 week before the panel is to meet by email.
- C.3 The Board will be arranged and organised by the Townscape Heritage Project Officer.
- C.4 The Chair of the Board is to be confirmed

**(D) Minutes and Reporting**

- D.1 Minutes will be taken by a South Derbyshire Officer and emailed round after the Board meeting in a timely manner.