

Petersfield Operational Group (POG)

Terms of Reference (June 2020)

The Group forms part of a three-tier governance structure for place-making in Petersfield.

Purpose

To develop, co-ordinate, facilitate and deliver the “Petersfield Place-Making Action Plan” in order to achieve the overarching place-making priorities and principles set out in the Enhance East Hampshire Place-Making Strategy (September 2019).

Principles

- To share best practice gathered from the delivery of the action plan;
- To avoid duplication of roles, responsibilities and services;
- To promote joint working between organisations to ensure sustainability and longevity of project resources, finances and viability;
- To build on, and be informed by, the Petersfield Neighbourhood Plan (NP) as appropriate; and
- To provide updates to, and engage with, all groups within the governance structure.

Roles & Responsibilities

Although the group’s approach will evolve as the place-making programme for Petersfield continues, the group will enable collaborative working and support amongst partners. The group will have the following roles and responsibilities:

- To develop the “Petersfield Place-Making Action Plan” to achieve the overarching place-making priorities and principles set out in the Enhance East Hampshire Place-Making Strategy;
- To develop the Petersfield Town Spine (as set out in the NP) as part of the above action plan;
- To collate, analyse and interpret data and intelligence to inform the programmes / projects identified in the above action plan;
- To develop, oversee, coordinate, work collaboratively, seek funding for, and deliver the programmes / projects identified in the above action plan;
- To establish a set of performance indicators to measure and monitor the programmes / projects identified in the above action plan;
- To establish sub-working groups, where appropriate, to ensure delivery of the programmes / projects in the above action plan;
- To form a communications plan and protocol for information sharing and public engagement;
- To support the normal / statutory routes for raising concerns and influencing outcomes;
- To report on progress to, and be steered by, the Petersfield Strategy Group (PSG); and
- To inform on progress to, and engage with, the Petersfield Stakeholder Group (PShG).

Further to the above, any programme / project proposed for inclusion in the action plan (once developed) will be reviewed by the group, along with the Petersfield Strategy Group (PSG), to ensure that the proposal:

- Does not overlap with an identified programme / project;
- Where possible, compliments an identified programme / project; and
- Aligns with the overarching place-making priorities and principles set out in the Enhance East Hampshire Place-Making Strategy (September 2019).

Membership, meeting frequency & format

The Petersfield Operational Group (POG) will be chaired by Hampshire County Council (HCC) for the first year, after which time a permanent chair will be agreed. Notwithstanding the above, East Hampshire District Council (EHDC) will provide the secretariat. The POG will;

- Meet at Penns Place, Petersfield as required, but no longer than 3 months apart;
- Review terms of reference, membership and role on a yearly basis;
- Comprise relevant officers – individuals may vary depending on stages of the work programme - from each of the following organisations (*in alphabetical order*);
 - East Hampshire District Council (EHDC)
 - Community, Property and Regeneration & Place-Making (RPM) Teams.
 - Hampshire County Council (HCC);
 - Petersfield Town Council (PTC); and
 - South Downs National Park Authority (SDNPA).

The meetings (including outcomes and actions) will be closed to the public due to possible sensitivities, and any information shared in confidence must be treated as such. Information may be shared by email between meetings.

Term

The Group is set up until the end of the delivery of the Enhance East Hampshire Place-Making Strategy in 2036. The Group will review its purpose and Terms of Reference on a yearly basis (every year) on the date of the first meeting (28 May 2020) to ensure relevance and capture natural evolution of the place-making priorities and principles.