

Purpose and explanatory note:

- For oversight of the place-making strategy programme for Petersfield.
- Subgroups can report to and feed into the respective strands on project progress – should be captured through the right membership and agreed communication and information sharing.
- Terms of reference would need to be drafted and agreed by all strands of the governance structure.
- Corporate project management protocols (e.g. project budget, delivery programme) for projects within the programme remains for the agreed partner organisation project leads to manage within their respective organisation.

Worked example:

Petersfield station forecourt:

- Lead organisation for the project may be the transport authority – who have links to public transport groups and highways authority and landowners. Other stakeholders may include the public transport stakeholders, via subgroups, landowners and the planning authority. There may be a series of sub-groups that feed into the main project group. The main project group informs and updates the Place-Making Petersfield through the governance structure.
- Lead organisation ensures the project complies with their own organisation's project management protocols.
- Petersfield Place-Making governance structure is there to ensure the other Petersfield Place-Making stakeholders have a means of shaping how the project is delivered and ensures its success; Strategy strand to steer as appropriate the project within Petersfield place-making context and make recommendations as needed for Lead organisation's Executive decision making. Operational strand to receive updates on delivery within the context of the Petersfield place-making programme and may co-ordinate work between project partners; some members of the operational group may be involved in the delivery of the project which may be a separate group. Stakeholder group updated on delivery of project, may lead on consultation work or be consulted on elements of it.

Place-Making Petersfield Strategy Group



- **Membership:** EHDC Portfolio Holder, Town Councillor, District Councillor, County Councillor, SDNPA Councillor, Petersfield Town Clerk, EHDC Regeneration HoS, HCC Rep, SDNP Officer Rep.
- **Chair:** EHDC Portfolio Holder
- Emphasis on giving strategic direction to Operational strand. Resolving blockages as needed to enable the Operational strand to advance their work. Meets every six months.
- Links / co-ordination with priorities in other key plans and policies such as Neighbourhood Plan. **Steering and influencing, recommendations to decision-makers. Can escalate issues to Executives respectively**
- Agrees the Petersfield Place-Making action plan arising from the Place-Making Strategy and receives reports on deliveries to actions, agrees the Place-Making Petersfield communication plan.
- Links to external partners e.g. LEP, MPs - via this strand
- Review the group on an annual basis.

Place-Making Petersfield Operational Group



- **Membership:** Town Council Officers, District Council Officers (Communities, Property & Regeneration Teams), County Council Officers and National Park Officers. *Membership may flex depending on stages of programme*
- **Chair:** HCC
- Emphasis on ensuring **co-ordination and facilitation** of work as and where needed across partner organisations and timely delivery. Meets every three months.
- Work plan priorities shaped by the Place-Making Petersfield action plan, report back on progress to Strategy strand.
- Carry out work by developing projects, seeking funding, tenders and contract monitoring.
- Form a communications plan and communication protocol for information dissemination and public engagement.
- Informed by Stakeholder Group. There may be a series of sub-groups that report into the operational strand.
- Review the group on an annual basis.

Place-Making Petersfield Stakeholder Group



- **Membership:** Town Council Officers, Town Councillors, Petersfield Town Development Committee member/s, Petersfield Society, Petersfield Churches (PACT), Petersfield Museum, EHDC Officer, HCC Officer and SDNP Officer, Business Input /Retail Community, SWR? School rep?/Parent Groups?/ HCC School Travel Plan Officer? Potential for core group plus other members drawn in as required
- **Chair:** PTC - Town Councillor
- Primarily the group is a disseminator and sharer of information on Petersfield Place-Making projects. Meets every three months.
- Potential for the working group to be a sounding board and link between the community and the operational and strategic groups and to be able to forge links needed for taking forward funding bids and contributing to the drafting of funding bids – could therefore have a consultee and consulting role
- Membership of the group could change subject to the projects being taken forward, project stages etc. e.g. station forecourt will be vital to maintain interest amongst the group
- Informs the Operational strand. Link to Strategy strand TBC
- Potential for the group to undertake some pieces of work, such as Let's Talk events and public engagement, developing funding prospectus'.
- Review the group on an annual basis.