

JOINT STRATEGIC GROWTH IMPLEMENTATION COMMITTEE

TERMS OF REFERENCE/OPERATING CONVENTIONS

(i) **Status of Committee**

The Committee will be a Standing Committee of Cambridgeshire Horizons and report to that organisation's Board.

(ii) **Role of Committee**

The Committee should provide a strategic mechanism for each authority and Cambridgeshire Horizons to explore issues to ensure that the growth agenda is driven forward in an integrated, coherent and consistent manner.

(iii) **Key Tasks**

Key tasks will be:

- agree and monitor those elements of the 'Growth Business Plan' for the sub-region that relate specifically to Northstowe and the Fringe sites
- agree and monitor the implementation programmes for Northstowe and the Cambridge Fringe sites
- co-ordination of planning policy frameworks including Local Development Frameworks and Local Transport Plans
- prioritisation and oversight of planning obligation strategies
- co-ordination of relevant access, transportation, education, waste, health and other infrastructure policies
- co-ordination of relevant community, cultural, arts and sports arrangements including their management
- ensure that the developments will meet the expectations of high standards and sustainable design
- consider and resolve conflicts that arise between any of the authorities and recommend solutions to resolve such conflicts
- allocate resources for the implementation programmes for Northstowe and Fringe sites and monitor their use and effectiveness

(iv) **Agenda Management**

- The agenda and responsibility for its preparation will fall to Cambridgeshire Horizons in consultation with the authorities senior officer representatives on the Joint Officer Board.
- Reports will be despatched at least seven days prior to the date of the meeting.
- A formal agenda plan will be maintained by Cambridgeshire Horizons

(v) **Chair**

The Chair will be Sir David Trippier, the Chairman of Cambridgeshire Horizons

(vi) **Membership**

Each of the constituent local authorities ie Cambridge City, Cambridgeshire County, South Cambridgeshire District Councils shall nominate upto three councillors as their members of the Committee. Cambridgeshire Horizons will be represented by its Chairman, Chief Executive and Director of Development.

(vii) **Quorum**

The quorum should be four providing all four constituent organisations ie the three local authorities and Cambridgeshire Horizons are present.

(viii) **Reference Up**

Any Member may refer a decision taken by the Committee to the next meeting of the Cambridgeshire Horizons Board for ratification prior to it being implemented.

(ix) **Secretariat**

The Committee will be serviced by Cambridgeshire Horizons.

(x) **Venues**

Meetings will rotate around the offices of the four constituent organisations.

(xi) **Open Meeting/Publicity**

Meetings of the Committee normally will be open to the press and public. Joint statements may also be necessary from time to time and these will be organised by Cambridgeshire Horizons in consultation

with the public relations staff of the three authorities. All reports to be debated by the Committee in open session will be published on Cambridgeshire Horizons website at least five working days before the date of the meeting.

(xii) **Frequency of Meetings**

Meetings will be held at least once every three months with additional meetings to be arranged as when deemed necessary.