

TERMS OF REFERENCE FOR DELIVERY BOARD

Project: Ipswich Garden Suburb (IGS)

1. Purpose and Role of the Delivery Board:

- 1.1 In accordance with the Ipswich Garden Suburb Supplementary Planning Document (IGS SPD) adopted 22nd March 2017, a Delivery Board is to be formed to oversee the delivery phases of the Ipswich Garden Suburb (IGS).
- 1.2 The purpose and role of the Delivery Board will be:
- To assist and facilitate a co-ordinated approach to the delivery of strategic infrastructure, and to identify any issues that would impede the delivery of such infrastructure which is required to be delivered by specified triggers;
 - To assist and facilitate the delivery of a high quality form of development in this garden suburb in accordance with the guidance set out in the IGS SPD;
 - To assist and facilitate, where appropriate, securing of external funding to help deliver IGS;
 - To assist and facilitate agreement and the delivery of long term management and governance arrangements for the phases of IGS;
 - To monitor progress of the delivery of the IGS and inform the Authority Monitoring Report (as detailed in Paragraph 7.32 of the IGS SPD);
 - To receive updates from Members of the Delivery Board on progress of the phases of IGS and any engagement with other landowners and those with third party interests;
 - To identify and discuss possible solutions to issues which arise that may stall the delivery and progress of the high quality development of IGS.

2. Membership of the Delivery Board:

- 2.1 The Delivery Board would include key stakeholders who have an interest or knowledge in aspects of the delivery of the IGS.
- 2.2 The core membership would include:
- Chair – IBC Chief Executive
 - Deputy Chair – IBC Head of Development
 - Developers (Master Developers) - S106 includes obligations for involvement
 - IGS Landowners
 - IBC – appropriate Officers to include those from Special Projects, Housing, Economic Development, Parks and Legal Teams
 - SCC – appropriate Officers to include those from Planning, Education, Libraries, Highways and Flood and Water Management.
- 2.3 Members will be encouraged to nominate suitable deputies and suggest relevant guests to attend appropriate for the agenda items being discussed. Based on these recommendations and nominations, IBC will invite attendees for each meeting. Depending on the agenda, additional representation may be sought from a range of organisations, including:-
- Councillors (IBC and SCC)
 - Home England

- Network Rail
- IBC Technical Consultants (e.g. Ecologist)
- Utility Companies
- Suffolk Constabulary
- NHS
- East Suffolk Council
- Natural England
- Chamber of Commerce
- Local Enterprise Partnership

2.4 Membership will be reviewed and refreshed annually.

3. **Terms of Reference:**

3.1 IBC will establish the delivery board within three months of the first permission (including outline) being granted on any part of the IGS.

3.2 The Delivery Board will meet on a quarterly basis in an appropriate location for Members, with additional meetings convened as required.

3.3 Members of the Delivery Board will provide relevant information relating to their areas of interest and as may be reasonably requested by the Delivery Board.

3.4 Members of the Delivery Board will respect the views of other Members.

3.5 Where such items are highlighted as confidential, Members of the Delivery Board will respect the sensitive and confidential nature of the issues raised and discussed by the Delivery Board.

3.6 The content of meetings shall be topic based matters derived from objectives of the IGS SPD such as:

- Housing delivery and site updates
- Public realm, Open Space and Country Park (including Visitor Centre)
- Community development and services
- District and Local Centres
- Highways
- Rail
- Education
- Infrastructure including bridges, health provision, police facilities, library etc.
- Housing Infrastructure Fund and other external funding
- Conditions and S106 Obligations including Monitoring.

3.7 Project teams or task groups will be arranged by the Delivery Board to work on individual project plans for certain issues and topics where considered necessary.

3.8 Agenda and supporting papers for each meeting will be circulated at least 5 working days prior to the meeting by IBC.

3.9 Minutes of meetings covering the main points discussed and actions will be circulated to Members, subject to commercial sensitivity, by IBC.

3.10 Members will agree a rolling forward work programme.

3.11 A review of the operation of the Delivery Board will take place after first year.

4. **Decisions**

4.1 The Delivery Board is to support the coordinated delivery of the IGS, and assist with project management. The remit of the Delivery Board is not to make decisions regarding the delivery and implementation of IGS but to identify, discuss and work on any issues and their potential solutions. As such there will be no voting arrangements required to be put in place for the Delivery Board membership.

4.2 Commitments to participation in the Delivery Board for Developers, Landowners and IBC are drafted into the relevant S106 Obligations.

5. **Financial**

5.1 The Delivery Board will not have any direct financial responsibilities.