**Greater Thetford Development Board**

**Inward Investment Sub Group**

**TERMS OF REFERENCE**

**The role of the Group**

Through research and consultation with key stakeholders, develop proposals, funding streams and provide oversight of projects which will contribute to the vibrancy, attractiveness and economic development of the Greater Thetford area: with a particular focus on creating high quality employment through attracting and retaining inward investment and growth capable businesses.

**Proposed Initial Membership**

Steve Collins, Homes and Community Agency

Ian Dunnett, Local Enterprise Partnership

Tig Armstrong, Norfolk County Council

Robert Campbell, Breckland District Council

Steve Melligan, Crown Estate

Representative from the Land Group tbc

Representative from the Public Health Service tbc

**Responsibilities**

Report back to the main board via the sub group chair who will have a seat on the main board.

The chair will be selected by the main board on an annual basis.

**Ways of working**

Through understanding local community needs, explore potential sources of funding to unlock appropriate commercial development opportunities, including funding from the LEPs, future combined authorities, direct government sources. Work to become a partner of choice for investors.

Study and debate how existing development plans can best be utilised to bring forward meaningful economic development to the area, including;

* National Policies
* New Anglia LEP Strategic Economic Plan
* Re-imagining Norfolk
* Local District Plan
* Local Neighbourhood and Town Centre Plans
* The A11 Corridor Study
* Thetford Enterprise Park
* Thetford Sustainable Urban Extension

Where necessary, commission specific pieces of additional consultancy to enable additional costed project proposals to be created.

Make recommendations to the main board with regard to local economic development priorities.

Review the available economic data on a regular basis to understand how the local Thetford economy is performing in comparison to the overall district, regional and national picture.

To provide oversight of the potential and actual economic impact of major local development projects.

To ensure that other initiatives which impact on Town Centres and the Visitor Economy reflect the economic development priorities agreed within the GTDP.

**Internal and external communication**

The Inward Investment Sub Group will coordinate its work with the other sub groups, ‘Community’ and ‘Planning and Projects’ by;

* Consulting with the Community sub group about community needs and desired social outcomes which can shape and prioritise economic development projects.
* Consulting with the Planning and Projects sub group about potential barriers and deliverability of economic development projects being scoped by the Inward Investment sub group.
* Agreeing a common protocol and frequency for reporting back to the main board.
* Coordinating on major reports and proposals to the main board.

All external communications from the sub group shall be routed exclusively via the main board for approval and onward distribution.

**Meetings**

Quarterly, midway between the main board meeting dates.

Due to the commercial sensitivity of much of the discussions, meetings will be private and minuted for the sole use of the sub group members and the main board. Extracts from minutes will not be made available to members of the public unless so agreed by the main board.

Breckland Council will provide the secretariat for the meetings.

Meeting venues to be agreed by members.

**Confidentiality and Conflicts of Interest**

Members of the sub group agree to keep such matters confidential as is necessary to allow the group to perform its function. Each member is representing their organisation and as such the highest standards of confidentially will be expected.

Members shall declare potential conflicts of interest when they arise. This does not prevent them from taking part in those specific discussions as the group is advisory in nature.

**Review**

These Terms of Reference will be reviewed on an annual basis and will be subject to approval by the main board.

**Advisers**

The Inward Investment Sub Group may co-opt specialist advisers for specific pieces of work with the agreement of the main board.

**Terms**

GTDP : Greater Thetford Development Partnership

LEPs : Local Enterprise Partnerships