

Greater Norwich Development Partnership

Greater Norwich Green Infrastructure Steering Group

Terms of Reference

DOCUMENT HISTORY			
Version	Date	Purpose	Author
Draft a	11/02/2010		Helen Lambert
Draft b	20/03/2010	Draft following Green Infrastructure Steering Group Meeting	Sandra Eastaugh
v1	28/04/2010	Changes following Directors Group Sign off	Helen Lambert

Approvals		
Name	Purpose	Date
Directors Group	For sign off	16/04/2010
Green Infrastructure Steering Group	Delivery Team approval	By e-mail

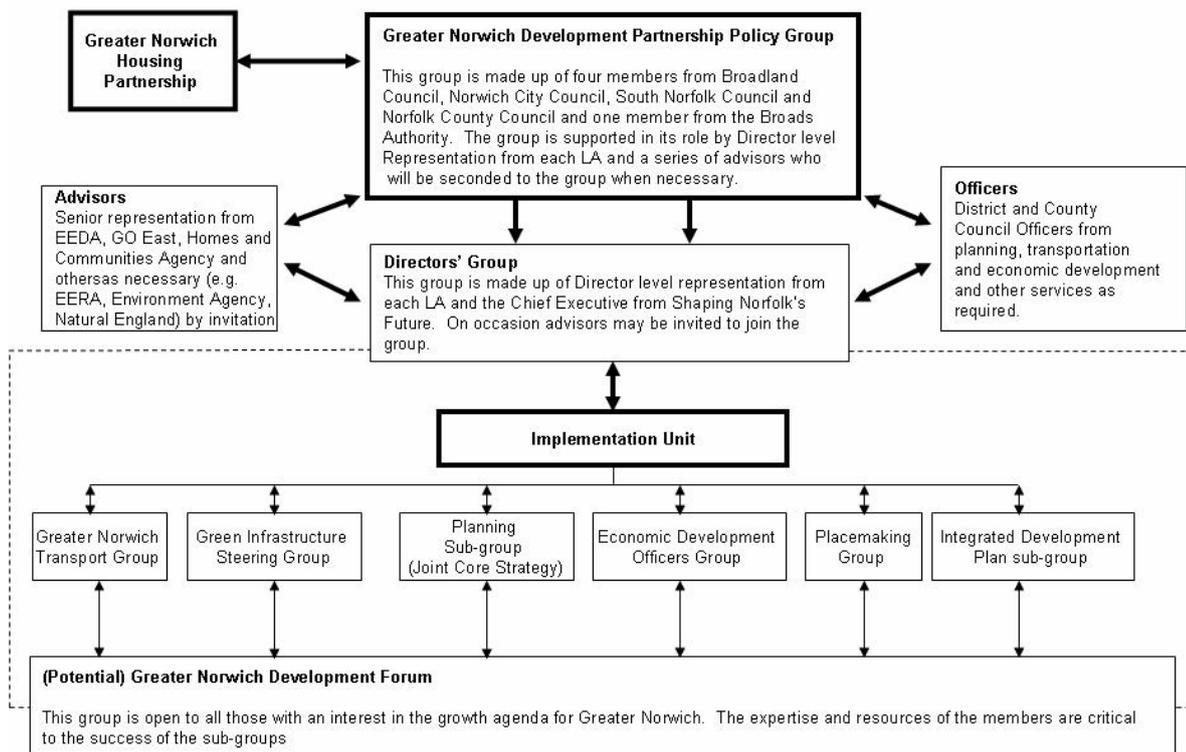
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Project Structure and Governance

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1. Purpose

Following the creation Greater Norwich Green Infrastructure Delivery Plan (GIDP) five green infrastructure priority areas have been identified. The Green Infrastructure Steering Group (GISG) is tasked to identify potential Green Infrastructure (GI) projects assessing them against the methodology set out in GIDP and manage the rolling programme of projects.

2. Frequency

Meetings are to be held three times a year, or more frequently if the group decides that additional meetings are necessary.

3. Membership

The GISG will comprise of an officer group with representatives from Broadland District Council, Norwich City Council, South Norfolk District Council, Norfolk County Council and The Broads Authority plus an invited representation from interested parties.

The Group's remit is wide ranging and it will need to work at a strategic level with professionals within the Partner authorities and outside organisations as set out below. In order to ensure participation from all stakeholders there will be regular communications to the wider list of interested parties.

Membership may change as needs require and the Group evolves.

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Name	Organisation	Job Title / Responsibility
Francesca Guglielmi or Keith Moore	The Environment Agency	
John Walchester	Broadland District Council	Spatial Planning Manager
Kathryn De Vries	Representing LSP's	
John Hiskett	Norfolk Wildlife Trust	Senior Conservation Officer
Phil Bennett-Lloyd	Norfolk County Council	Environment Manager
Gerald Den Hoed	Norfolk County Council	Landscape Architect
David Yates	Norfolk County Council	Landscape Architect
Sarah Abercrombe	Norfolk County Council	Countryside Access Strategy Officer
Heidi Thompson	Norfolk County Council	Ecology Manager
Scott Perkin	Norfolk Biodiversity Partnership	
Helen Ward	Natural England	
Matthew Davies	Norwich Fringe Project	Project Officer
Ben Webster / Lara Hall	Norwich City Council	Design Quality Manager / Landscape Architect
Richard Cooper	South Norfolk Council	
Sandra Eastaugh	GNDP	GNDP Manager
Helen Lambert	GNDP	Project Manager
Gail Mayhew	Broadland Land Trust	
John Long or Wendy Fowler	Bidwells	
Paul Knowles	Building Partnerships	
Jim Smith	Forestry Commission	
Tony Goodwin	Anglian Water Management Partnership	
Andrea Kelly	Broads Authority	
Philip Pearson	RSPB	
David Beuzeval	Land Restoration Trust	
Deborah Elliott	NHS Norfolk	Public Health Local Area Agreement Manager

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Circulation list

David Grech, English Heritage

Nick Boulter, Sport England

4. Key Aims

- Enhance the quality of life and biodiversity in the GNDP area.
- Promote connectivity between core areas and through the wider landscapes, thus allowing wildlife to move in response to environmental change and other factors.
- Contribute to providing a multi functional GI network, including provision of areas of accessible open spaces, wildlife habitats and links between them.

5. Responsibilities of the group

- To make recommendations to the GNDP on the strategic development of GI as part of the growth programme.
- To manage the GIDP and a rolling programme of projects.
- To advise the GNDP on specific GI projects and management of these projects in Greater Norwich.
- To identify resources required for projects and search/apply for funding opportunities.
- To engage partners, for example, through local forums and parish council meetings.

6. Remit

- Provide a strategic view of GI projects to be included in the Integrated Development Programme supporting the Joint Core Strategy (JCS).
- Identify where there are gaps in the current GI provision, minimise fragmentation of habitat and seek to conserve and enhance existing environmental assets.
- Ensure a delivery plan for green projects is prepared for approval by the GNDP Directors to compliment the GNDP growth agenda and the JCS.
- Advise developers on how to integrate GI into new development schemes.
- Attend and participate in Green Infrastructure Steering Group meetings, feeding back information and actions to organisations
- Monitor delivery against JCS targets set out in objectives 1 and 9.

7. Activities of the Project Manager

- Regular communication with stakeholders on GI development.

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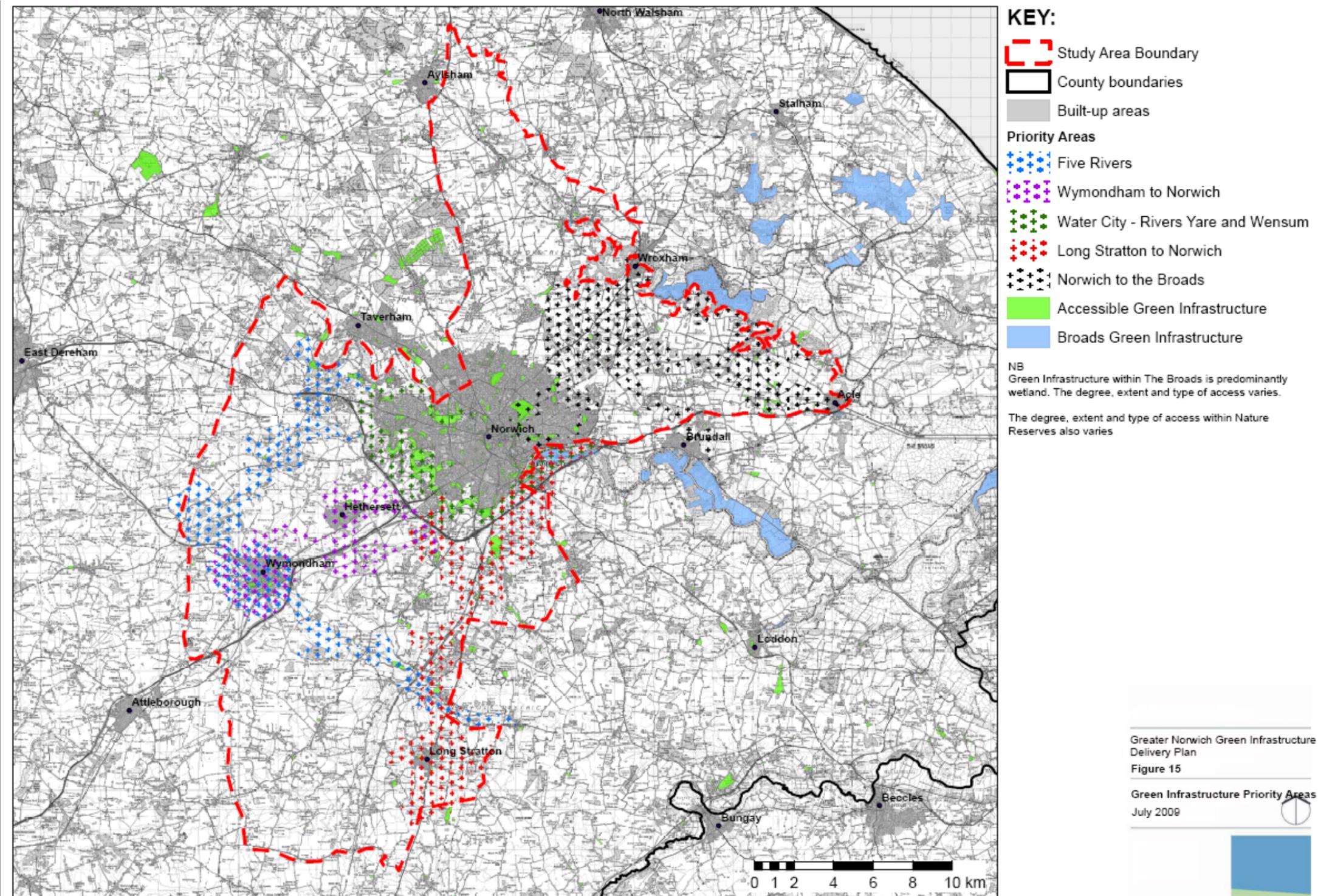
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- Manage project risks and issues.
- Prepare monthly highlight reports to be referred to the GNDP Directors for action.
- Co-ordinate current and future project proformas.

8. Reports

The group will report to the GNDP Directors Group through a highlight report monthly.

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Green Infrastructure Priority Areas, taken from the Green Infrastructure Delivery Plan

Greater Norwich Development Partnership

Norwich Green Infrastructure Steering Group

Friday 5th March 2010, 10am
White Horse, Trowse

Actions

Present:

Helen Ward	(HW)	Natural England
Hannah Willis	(HWI)	Natural England
Sarah Abercrombie	(SA)	County
Heidi Thompson	(HT)	County
John Hiskett	(JH)	Norfolk Wildlife Trust
Francesca Guglielmi	(FG)	Environment Agency
Gerald Den- Hoed	(GDH)	County
Jim Smith	(JS)	Forestry Commission
Kate de Vries	(KD)	Broadland
Phil Bennett - Lloyd	(PBL)	Norfolk
Ben Webster	(BW)	City
Helen Lambert	(HL)	GNDP
Sandra Eastaugh	(SE)	GNDP
David Yates	(DY)	County
Paul Knowles	(PK)	Building Partnership
Eoghan Sheils	(ES)	Sheils Flynn
John Walchester	(JW)	Broadland
Philip Pearson	(PP)	RSPB
Wendy Fowler	(WF)	Bidwels
Lucy Hackett	(LH)	County

Apologies:

John Long	(JL)	Bidwells
Gail Mayhew	(GM)	Broadland Land Trust
Scott Perkin	(SP)	Norfolk Biodiversity Partnership
Fiona Taylor	(FT)	RSPB
Mark Kemp	(MK)	County

Item no:	Item	Action
1	Minutes from last meeting HL to contact Nick Boulter and Sport England to ask if he can attend meetings in the future	HL
2	Terms of Reference HL to send link to the Green Infrastructure Delivery Plan on the GNDP website so everyone has access to the maps produced with the Delivery Plan PBL to contact David Benzeval from the Land Registration Trust to invite him to future meetings HL to incorporate all comments from the group in the Terms of Reference and circulate	HL DB HL
3	Integrated Development Programme – Thematic Package – Green Infrastructure HL to circulate IDP Green Infrastructure Package to the group ALL to read though the IDP Green Infrastructure Package and send any comments to HL	HL ALL
4	Green Infrastructure Project Pro-formas HL to chase up final pro formas which have not been completed HL to develop timetable which shows when and where significant development will happen. Ideally this should be mapped ready for the next Green Infrastructure Steering Group Meeting so gaps in Green Infrastructure can be discussed ALL to send other potential GI projects to HL	HL HL ALL
5	Communications – Action Plan The next GNDP newsletter will focus on Green Infrastructure. HL to bring the newsletter to the next meeting	HL
6	Items for the next meeting <ul style="list-style-type: none"> - Mapping exercise to show future housing development and gaps in GI - Discuss updated Terms of Reference - WF to provide feedback on Hethersett Community Consultation - Discuss recommendations from the Green Infrastructure Delivery Plan - Review refresh of IPD Green Infrastructure Thematic Package - Update on Communications - Overview of the Land Registration Trusts work 	

Next meeting – in 6 weeks. Date and location to be circulated