

## ASHBOURNE REBORN - LINK COMMUNITY HUB PROJECT BOARD\*

### TERMS OF REFERENCE

#### 1. Context

1.1 Ashbourne Reborn is a Levelling Up Funded programme of interventions to transform Ashbourne Town Centre. The programme is led by Derbyshire Dales District Council through collaborative working with local partners who brought forward project ideas, identified opportunities and raised match funding for the projects. The Ashbourne Reborn programme comprises two projects:

- (1) Highways and Public Realm (Derbyshire County Council acts as Delivery Partner for this project);
- (2) Link Community Hub (Ashbourne Methodist Church acts as Delivery Partner for this project).

1.2 The Link Community Hub Project Board is responsible to the Church Council Trustees of Ashbourne Methodist Church chaired by the Superintendent Minister via the Church Council's working group, the Link Development Team. (The Church Council is a registered charity and the Managing Trustees of the church property)

The Link Development Team is led and chaired by Tony Walker CBE DL (and church trustee) who represents Ashbourne Methodist Church as Link Community Hub Delivery Partner on the Ashbourne Reborn Programme Board.

There is also accountability to The Trust for Methodist Church Purposes. The Trust Board acts as custodian trustee of Methodist Church property.

1.3 These terms of reference set out the membership and responsibilities of the Link Community Hub Project Board as part of the Ashbourne Reborn (AR) Programme (in addition to its role in the church) to oversee, co-ordinate and deliver the construction of the Link Community Hub as set out in the Grant Funding Agreement with Derbyshire Dales District Council, through the work of a professional project manager, a professional design team and the construction contractors appointed.

#### **2. Membership of the Link Community Hub Project Board**

2.1 Members of the Link Development Team, the Project Manager and the Leader of the professional design team. (LDT members to routinely include the Operations Managers responsible for overseeing delivery and the AR Programme Board member/deputy on behalf of the Church Council.)

2.2 Officers of Derbyshire Dales District Council including the Ashbourne Reborn Programme Manager

2.3 Representatives of Derbyshire County Council and other local partner bodies by invitation for particular agenda items.

2.4 Members of the professional design team for particular agenda items

2.5 Meetings will be convened on dates suitable to each of the partner bodies to ensure adequate representation. Discussions without adequate representation of partner(s) would need to be ratified by correspondence with them to become decisions.

### **3 Chairing the Link Community Hub Project Board**

3.1 The Board will normally be chaired by Ian Marsh, Link Community Hub Operations Manager but another Link Development Team member of the Project Board would substitute in his absence.

### **4. Responsibilities**

4.1 The following specific responsibilities (within the role of the Project Board described in para. 1.3 above) are allocated to the Link Community Hub Project Board:

- (a) To regularly convene the Board to oversee the construction of the project undertaken by the professionals and contractors. Meetings to occur as in the schedule approved by the AR Programme Board and action minutes to be recorded and reviewed and approved at the next meeting.
- (b) To contribute to the work of the Executive Group of the AR Programme in accordance with that group's terms of reference and to maintain effective communication with the AR Programme Manager and AR accountable body officers.
- (c) To monitor delivery, performance and risk within time and budget in order to take necessary remedial measures and regularly and clearly report to the Church Council (via the LDT) and for the LDT Leader to similarly report monthly to the AR Programme Board. To contribute to quarterly monitoring reporting to DLUHC.
- (d) To maintain and monitor Project Risk Registers as approved by the AR Programme Board
- (e) To manage the project budget within the agreed LUF grant and match funding available
- (f) To escalate risks which cannot be resolved operationally to both church and AR accountable bodies for remedial decisions.\*\*
- (g) With the LDT and Programme partners, to ensure that the views of the community and stakeholders continue to contribute to the development of the Community Hub (through a community engagement plan, consultation and communication.)
- (h) To consider the Project Board's role and these terms of reference at least on a quarterly basis at a

Board meeting and report to LDT and the Executive Group any proposed amendments (for possible escalation to the Church Council and AR Programme Board)

- (i) To ensure that any further professional appointments or progressing of contractor procurement continue to be conducted in accordance with public sector rules as agreed with the Accountable Body (Derbyshire Dales District Council).
- (j) To consider the possible use of task and finish groups to address particular issues and oversee their work if established.

\* The Project Board is responsible for the construction of the Community Hub whereas a planned new church group will be responsible for developing the arrangements for operation of the Community Hub after construction is complete.

\*\* For detailed guidance on the Protocol for Escalating AR Decisions - see Appendix 3 of the report to the AR Programme Board, September 2023

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