

## **Bathscape Partnership Board (May 2017)**

### **Terms of Reference**

#### **Purpose**

The Bathscape Partnership Board exists to develop and deliver a programme of activity which brings a co-ordinated approach to the care of the area defined as Bathscape. The Board provides governance over the Heritage Lottery Fund Landscape Partnership Scheme grant.

#### **Objectives**

In pursuit of this purpose, the Board will promote and implement a programme of work that best realises opportunities to enhance the heritage, landscape and wildlife value of the setting of the City, and to improve access and understanding to this setting. In particular by:

- Engaging community in its care and enjoyment
- Engaging with potential stakeholders to gain support for the programme.
- Establishing a collaborative way of working amongst partners to ensure that common objectives are achieved and not just individual priorities.
- Securing funding to achieve these objectives, through the Heritage Lottery Fund (HLF) Landscape Partnership Scheme Round 2 grant and other commitments to be explored
- Overseeing the HLF funded Development Phase of the project reviewing progress quarterly
- Developing the Partnership Board to implement the HLF Round 2 Delivery Phase.

#### **Geographical Scope**

The Board's area of interest is the setting of the World Heritage Site .It covers 101sq km, of which 79 sq km are undeveloped. 91% is in Bath & North East Somerset, 7% in Wiltshire and 2% in South Gloucestershire. 62% is in the Cotswolds AONB, 91% in the Green Belt. It includes 100% of the City of Bath World Heritage Site.

#### **Key Relationships**

**Bathscape Partnership Steering Group 2017-2018A** sub group of the Board, the group will consist of the Bathscape Development Manager, GI Coordinator, two non-B&NES representatives of the Bathscape Partnership Board and two additional members. The group will meet monthly/as required basis. The Bathscape Partnership Steering Group will have the following responsibilities during the development phase:

- Agreeing how the grant will be acknowledged through the development phase
- Monthly reviews of the detailed project plan and change control (whether it is on track etc)
- Reviewing and receiving reports on the development of the Evaluation Framework & Plan, Training Plan & Volunteering Strategy, Interpretation Plan, Landscape Character Assessment, Looking after the landscape- Views and Vistas, Grasslands for the Future, Woodlands of Bathscape, Bathscape Circular Path, Bathscape Gateways- linking city and the landscape.
- Reviewing and making recommendations to the Board on final proposals to go into Round 2 HLF application.
- Report to the Board on progress and any significant changes to the work programme submitted to HLF.

**Bathscape Development Team –2016 -2018** – The Bathscape Development Team will be responsible for all development phase works. The team will consist of the following:

- Bathscape Development Manager: The Bathscape Development Manager will be responsible for overall project management
- Bathscape Community and Access Officer; This post is to develop the schemes community engagement and access activities.
- The following officers will assist with the production of the Landscape Conservation Action Plan and liaise with the appointed consultants in areas of their expertise:  
B&NES Ecologist B&NES Landscape architects, B&NES Green Infrastructure Coordinator
- Consultants – To be appointed

**Advisors and External Stakeholders – see Appendix I**

[Stakeholder Group- to be formed at the Delivery phase (Ref HLF application 5e)]

**HLF- Grants Officer and HLF Mentor**

**Legal Status**

The Board is an informal partnership. It does not constitute a legal entity in its own right.

**Delivery**

The purpose and objectives of the Board are achieved by the collective and collaborative effort of all its members, both by using existing mechanisms and by developing new projects.

The Board may invite a member to take the lead on an individual project on its behalf.

**Membership**

- The Board's membership is fixed for the term of the HLF scheme development period (ending July 2018 see Appendix I current membership) but will be reviewed as part of the Round 2 application submission.
- Membership will normally be limited to maximum of one representative from any individual organisation. Exceptions will be made where it is appropriate for an organisation to have additional member representation to provide specialist knowledge for the various Board portfolios.
- Any individual member can withdraw from the Board by notifying the secretariat.  
The Board will appoint its own \*Chair to serve a three year term and may be reappointed at end of term. The Board may also replace the Chair earlier if there is agreement from Board members to do so.\*See Appendix 2 Bathscape Partnership Chair role description

**Meetings**

- In addition to members, meetings are open to the advisors and external stakeholders listed in Appendix I.
- During the HLF scheme development phase the Board will meet quarterly or as required.
- If the Chair is unable to attend a meeting, an acting chair will be chosen at the meeting itself.
- A draft agenda will be circulated two weeks prior to each meeting. Any member may request an item to be added. The final agenda will be approved and confirmed by the Chair.

- Decisions at meetings are arrived at by consensus or if necessary by a simple majority of Board members present that must be at minimum a quorum of seven.
- Time limited and task based working groups can be set up by agreement at a meeting.
- Members are expected to attend meetings but if unable to do so they may elect a substitute.
- An agenda item at each meeting will be Declarations of Interest
- Keynotes of meetings will be made available on the Bathscape webpage

### **Secretariat**

The Bathscape Development Manager will provide the secretariat. The Manager will:

- Maintain a membership list in the form of an e-mail distribution list.
- Produce agendas and papers for meetings.
- Record and circulate notes of meetings.

## Appendix 1.

### Bathscape Partnership Board (May 2016)

Portfolio /representative(s)	Job Title	Organisation
Land Management		
Lucy Rogers <a href="mailto:lucyrogers@avonwildlifetrust.org.uk">lucyrogers@avonwildlifetrust.org.uk</a>	Director of Delivery Programmes	Avon Wildlife Trust
Tom Boden <a href="mailto:Tom.boden@nationaltrust.org.uk">Tom.boden@nationaltrust.org.uk</a>	General Manager for Dyrham Park & Bath	National Trust
Public Health		
Denice Burton <a href="mailto:Denice_burton@bathnes.gov.uk">Denice_burton@bathnes.gov.uk</a>	Assistant Director of Health Improvement	B&NES
Ruth Barden <a href="mailto:Ruth.Barden@wessexwater.co.uk">Ruth.Barden@wessexwater.co.uk</a>	Head of Environment and Catchment Strategy	Wessex Water
Landscape		
Mark Minkley <a href="mailto:Mark_minkley@bathnes.gov.uk">Mark_minkley@bathnes.gov.uk</a>	Environment & Design Manager	B&NES
Simon Smith <a href="mailto:Simon.Smith@cotswoldsaonb.org.uk">Simon.Smith@cotswoldsaonb.org.uk</a>	Project Development and Business Planning Officer	Cotswolds Conservation Board
Access		
Mark O'Sullivan ( <i>Temp until new rep appointed July 2017</i> )	Vice Chair	Joint Local Access Forum (JLAF)
Alison Rasey <a href="mailto:Alison.rasey@wiltshire.gov.uk">Alison.rasey@wiltshire.gov.uk</a>	Countryside Officer	Wiltshire Council
Heritage		
Marion Harney <a href="mailto:m.harney@bath.ac.uk">m.harney@bath.ac.uk</a>	Director of Studies Conservation	University of Bath
Tony Crouch <a href="mailto:Tony_crouch@bathnes.gov.uk">Tony_crouch@bathnes.gov.uk</a>	World Heritage Site Manager	B&NES
Caroline Kay <a href="mailto:ckay@bptrust.org.uk">ckay@bptrust.org.uk</a>	Chief Executive	Bath Preservation Trust
Kristin Doern or Richard White <a href="mailto:kdoern@bathspa.ac.uk">kdoern@bathspa.ac.uk</a>	Graduate Course Director, Bath Business School	Bath Spa University
Communities		
Dave Dixon <a href="mailto:Dave_Dixon@bathnes.gov.uk">Dave_Dixon@bathnes.gov.uk</a>	Community Engagement Manager	B&NES /Connecting Community Partnership
Mark O'Sullivan	Committee Member	Federation of Bath

<a href="mailto:Mark.osullivan@resourcesynergies.co.uk">Mark.osullivan@resourcesynergies.co.uk</a>		Residents Ass (FoBRA)
Sarah Moss <a href="mailto:Sarah.moss@curo-group.co.uk">Sarah.moss@curo-group.co.uk</a>	Regeneration Manager	Curo
<b>Tourism</b>		
David James <a href="mailto:David_James@bathtourism.co.uk">David_James@bathtourism.co.uk</a>	Chief Executive	Visit Bath
<b>Secretariat</b>		
Dan Merrett Dan.Merrett@bathscape.co.uk	Bathscape Development Manager	Bathscape Partnership
<b>Advisors and External Stakeholders (Portfolio)</b>		
Sarah Jackson <a href="mailto:Sarah_jackson@bathnes.gov.uk">Sarah_jackson@bathnes.gov.uk</a>	Green Infrastructure Coordinator	B&NES
Andrew Sharland (Landscape) <a href="mailto:Andrew_sharland@bathnes.gov.uk">Andrew_sharland@bathnes.gov.uk</a>	Senior Landscape Architect	B&NES
David Collingbourne David.collingbourne@naturalengland.org.uk	Lead Adviser Avon and Mendips Conservation Team	Natural England
Karen Renshaw (Land Management) <a href="mailto:Karen_Renshaw@bathnes.gov.uk">Karen_Renshaw@bathnes.gov.uk</a>	Ecologist	B&NES
William Heath (Land Management) <a href="mailto:Wheath@gmail.com">Wheath@gmail.com</a>	Land Owner	Kelston Roundhill
Mark Connelly Mark.connelly@cotswoldsaonb.org.uk	Land Manager	Cotswolds Conservation Board
Paul Pearce Paul_pearce@bathnes.gov.uk	Parks Project Manager	B&NES
Rohan Torkildsen (Heritage) <a href="mailto:Rohan.torkildsen@historicengland.org.uk">Rohan.torkildsen@historicengland.org.uk</a>	Policy Officer	Historic England
Peter Rollins (Tourism) <a href="mailto:peterrollins@thermaebathspa.com">peterrollins@thermaebathspa.com</a>	Thermae Bath Spa - Sales and Marketing Manager	Bath Spa Destination

## **Appendix 2**

### **Bathscape Partnership Chair - Role Description**

The Chair is an ambassador for Bathscape – able to represent the Partnership at a high level, make connections and spot opportunities to assist in developing /delivering programme and securing its long term legacy

The role requires a commitment to serve a 3 year term requiring approximately 4 days per month.

The Partnership can offer reasonable expenses for travel and subsistence

The Partnership Chair is a person who;

- has presence with good communication, energising skills
- has a passion for Bathscape and is respected as an individual in a relevant area of interest – (e.g landscape/heritage/health and wellbeing) and able to influence others in the area
- is aware of Bath current issues
- is non-partisan, an advocate ,politically aware and diplomatic
- is available to attend evening/weekend events if required
- able to work with and support the Bathscape staff team, having excellent interpersonal skills and able to be flexible and available
- is able to Chair meetings of diverse membership
- feels comfortable leading a partnership

### **Recruitment of Chair**

Recruitment will be undertaken by a Board sub group specifically set up for the purpose of recruitment of the Chair.

Potential candidates will be invited for interview by a Panel of 3 Board members.All Board members will have the opportunity to participate in the selection process.