

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

04 June 2024

Report of the Interim Chief Executive

Part 1- Public

Executive Non Key Decisions

1 TONBRIDGE TOWN CENTRE PROGRAMME BOARD – TERMS OF REFERENCE

1.1 Introduction

1.1.1 At its meeting on 2nd April 2024, Cabinet approved the creation of a Tonbridge Town Centre Programme Board (the Board) to support delivery of the wider town centre programme.

1.1.2 Officers were asked to develop terms of reference for the Board, for Cabinet's approval.

1.2 Terms of Reference

1.2.1 Clear and concise terms of reference are considered essential for any board supporting a wide ranging and complex programme of work, such as Tonbridge Town Centre, to facilitate efficient and effective decision making.

1.2.2 The proposed terms of reference for the Board can be found at **Annex A**.

1.3 Legal Implications

1.3.1 There are not considered to be any legal implications arising from the approval of the terms of reference.

1.4 Financial and Value for Money Considerations

1.4.1 There are not considered to be any financial or value for money considerations arising from the approval of the terms of reference.

1.5 Risk Assessment

1.5.1 If terms of reference were not in place, or were unclear, the Board would struggle to fulfil its role in supporting the delivery of the wider town centre programme.

1.6 Equality Impact Assessment

- 1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.7 Policy Considerations

- 1.7.1 Asset Management

1.8 Recommendations

- 1.8.1 Cabinet are **RECOMMENDED** to approve the Tonbridge Town Centre Programme Board terms of reference as set out at Annex A.

Background papers:

contact: Stuart Edwards

Nil

Adrian Stanfield
Interim Chief Executive