

## Tonbridge Town Centre Programme Board Terms of Reference

### 1.0 Establishment and Purpose

- 1.1 The Council's Corporate Strategy identifies the better use of assets within Tonbridge town centre as a key aim under the theme of 'Investing in our local economy'. The potential redevelopment of Tonbridge town centre is an exciting opportunity for the Council, residents of the town and wider borough and visitors to Tonbridge.
- 1.2 The Council has been undertaking a review of its assets in conjunction with the company Mace. During the phase 2 work, Mace recommended the Council considered the creation of a governance structure to help oversee the various workstreams associated with the town centre.
- 1.3 To facilitate efficient and consistent decision making, Cabinet, at its meeting on 2<sup>nd</sup> April 2024, approved the creation of a Tonbridge Town Centre Programme Board (the Board). The relationship of the Board with other parts of the Council's governance system is set out at **Annex A**.
- 1.4 The Board will not have any decision making powers and will make recommendations on Key Decisions to Cabinet, either directly or via the Finance, Regeneration & Property Scrutiny Select Committee. Cabinet Members will be able to take Non-Key Decisions relating to their portfolios, in line with the Council's Constitution. Any recommendations on non-executive matters will be referred to the full Council.
- 1.5 The Board will be responsible for:
  - Making recommendations to the Project Sponsor (Cabinet/ Portfolio Holders)
  - Adding items to the Board Work Plan
  - Creating, reviewing and updating key project documents for Cabinet's approval which may include a Tonbridge Town Centre strategy, Programme Management Plan, Programme Work Plan, Programme and Programme Risk Management Strategy and risk register
  - Creating, reviewing and updating a, for Cabinet's approval
  - Creating, reviewing and updating a, including identifying tasks, allocating resources and setting deadlines, for Cabinet's approval
  - Creating, reviewing and updating a, for Cabinet's approval
  - Creating, reviewing and updating a, including risk register, for Cabinet's approval
  - Identifying internal and external resources in order to successfully deliver the town centre strategy
  - Monitoring and reviewing programme spend
  - Approve creation of technical working groups, including their terms of reference, to progress individual projects or work streams

- Providing strategic direction to the technical working groups
- Receiving update reports from the technical working groups
- Providing update reports to Cabinet
- Approving any external funding applications
- Allocating funds from the Tonbridge Town Centre reserve to specific projects or tasks, subject to the Council's financial procedure rules and any required Cabinet/ Cabinet Member Decision
- Approving the submission of any capital plan funding applications

## 2.0 Membership

2.1 The Board will be made up of the following members:

- Chair – Cabinet Member for Climate Change, Regeneration & Property
- Vice Chair – Cabinet Member for Communities
- Two Tonbridge Green Party Members (Cllrs Athwal and Hood)
- One Tonbridge Conservative Party Member (Cllr Mehmet)
- One Tonbridge Liberal Democrat Party Member (Cllr Bridge)
- The Chief Executive
- The Director of Central Services
- The Director of Finance & Transformation Services
- The Head of Administrative & Property Services
- Tonbridge Town Centre Programme Manager

2.2 Substitute members will not be permitted in order to ensure consistency.

2.3 Quorate for the Board will be 4 members in attendance, which must include either the Chair or Vice Chair.

2.4 Membership of the Board will be reviewed annually or at such intervals as may be required. Any changes to membership will need to be approved by Cabinet.

## 3.0 Frequency of Meetings

3.1 The Board will meet bi-monthly, or at such intervals as required to maintain progress. Meetings will take place in person at Tonbridge Castle where possible but can be held virtually with the approval of the Chair.

## 4.0 Agendas and Reporting

4.1 Agendas will be circulated 6 working days prior to the Board meeting date, with reports having to be submitted 8 working days prior to the Board meeting date.

4.2 Minutes from the Board will be reported to Cabinet.

- 4.3 At each meeting the Board Work Plan will be considered. Members of the Board will be able to request items be added to the Work Plan by notifying the Chair of the item at least 8 working days in advance of the Board meeting date. Members of the Board will then vote on inclusion of the proposed item.

## **5.0 Voting**

- 5.1 The aim of the Board will be to agree recommendations to Cabinet/ Portfolio Holder/ Council as appropriate, via unanimous agreement.
- 5.2 Where there is not general affirmation, a vote will be recorded of Board members on the recommendation being considered. Each serving Borough Council Councillor shall have one vote. A simple majority will suffice for a recommendation to be made to Cabinet/ Portfolio Holder/ Council as appropriate.
- 5.3 In the event of a split vote, the Chair shall have the casting vote.

## **6.0 Confidentiality**

- 6.1 Due to the nature of the information being considered by the Board, unless specifically otherwise agreed by the Board, all items will be confidential. This will provide the Board with the necessary private thinking space in order to reach considered recommendations and to provide assurance to partners and third parties with whom the Council will be working closely. This will extend to agendas, reports, minutes and discussion at the Board.

## **7.0 Review**

- 7.1 These terms of reference will be reviewed by the Board on an annual basis.

May 2024