

Schedule to Scheme for Panels and Boards to Advise the Executive

Table 1: Advisory Panels

Title	Terms of reference	Membership
Parish Partnership Panel [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and the parish councils in the Borough.	13 Members, including the Leader as chairman, not politically balanced.
Tonbridge Forum [P]	A vehicle for the exchange of information, consultation and a structured dialogue between the Borough Council and those Tonbridge-based organisations with a shared interest in enhancing the well-being of the town through the identification of problems and joint working towards solutions.	13 Members, including the Leader as chairman, not politically balanced.

Table 2: Advisory Boards

Title	Terms of reference	Membership
<p>Housing & Environment Services Advisory Board [P]</p>	<p>Housing Strategy, Housing Needs and Housing Investment Liaison with the Cabinet Member for Planning and Transportation over delivery of the Council's Strategic Housing Objectives Enabling, including the development of affordable homes Decent homes Homelessness Prevention Housing Advice Housing Register and Allocations Temporary Accommodation Supporting People programme Disabled Facilities Grants Housing Assistance Scheme Home Safety Enforcement of Caravan Site Licensing Energy Conservation Home Improvement Agency Private Sector Housing Standards and Enforcement, including the Housing Health and Safety Rating System, Disrepair and Defective Housing Houses in Multiple Occupation Restoration of Utility Services to Domestic Premises sing Compensation Payments Matters relating to the development and delivery of co-ordinated street scene services, including partnership working with KCC Highways and other external bodies Abandoned vehicles Fly-tipping Graffiti removal Fly-posting Verge/grass cutting Street name signage maintenance Food safety</p>	<p>16 Members</p>

	<p>Health and safety at work Dog control Pest control Public health and control of nuisances Private drains and sewers Environmental monitoring Sunday trading Public conveniences Noise control Air quality Contaminated land Animal welfare Refuse collection Recycling Street cleansing Litter control Environment Climate Change Engage with businesses to ensure compliance with food hygiene regulations.</p>	
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<p>Finance, Innovation and Property Advisory Board [P]</p>	<p>Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan</p> <p>Operational management of acquisition and disposal of land and property including leases, easements and other interests</p> <p>Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises</p> <p>Usage of Council offices and allocation of accommodation</p> <p>Maintenance and improvement of Council property</p> <p>Personnel issues that do not fall within the purview of the General Purposes Committee</p> <p>Development of the Council's procurement strategy</p> <p>Administration of Housing & Council Tax Benefits</p> <p>Collection of Council Tax and Business Rates</p> <p>Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts</p> <p>Day to Day financial operations, including debt recovery / management and payment of staff & creditors</p> <p>Capital Planning including the management of new 'bids' and the preparation of a medium term plan</p> <p>All strategic and corporate matters relating to Information Technology and e-government (not within the direct purview of other portfolio holders)</p> <p>Developing further shared service arrangements</p> <p>All matters relating to the Data Protection Act and Freedom of Information</p> <p>The development and implementation of a customer contact strategy encompassing a range of access channels including face-to face, telephone, website, letters and text messaging</p> <p>Meeting the Council's targets for customer satisfaction</p> <p>Development of the Customer Relations Management (CRM) project</p> <p>Development of a corporate customer</p>	<p>16 Members</p>
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	<p>charter</p> <p>To consider VFM and Performance Reviews</p> <p>To consider service delivery improvement for customers in support of the Council's Diversity Policy and DDA requirements in consultation with service users</p> <p>To consider options for local service delivery across the Borough in response to identified need</p> <p>Matters relating to skills education and training.</p>	
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<p>Planning and Transportation Advisory Board [P]</p>	<p>Preparation of the Local Development Framework</p> <p>Preparation of development briefs</p> <p>Conservation area and Character Area appraisals and improvement schemes</p> <p>Neighbourhood Plans/Village design statements</p> <p>Countryside planning and transport initiatives</p> <p>Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives</p> <p>Input into Regional Transport Strategy</p> <p>Major regional projects (A21, Rail Investment)</p> <p>Local transport projects (Tonbridge Transport Strategy, A228/A20 corridor, West Malling station)</p> <p>Public transport initiatives (bus priority measures, Medway valley line)</p> <p>Overall monitoring of the transport and highway activities including improvement programmes, street signage</p> <p>Design, consultation and implementation of car parking action plan</p> <p>Performance monitoring and review</p> <p>Design and procedural guidance</p> <p>Improvement of operating systems</p> <p>Planning enforcement - overview of performance, resources and priorities</p> <p>Evaluation, programming, consultation and implementation of projects on the Council's capital plan</p> <p>Promotion of Traffic management, highway improvement and crash remedial schemes and works</p> <p>Small improvement schemes</p> <p>CCTV operations</p> <p>Land drainage and flood attenuation</p> <p>Emergency readiness and response</p> <p>Management and maintenance policy for the off-street car parks</p> <p>Review and management of the on-street parking regime including enforcement procedures</p> <p>the annual review of the charging structure for public car parking in the Borough</p>	<p>16 Members</p>
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<p>Communities Advisory Board [P]</p>	<p>Environmental strategy Matters related to the West Kent Partnership (LSP) Implementation, monitoring and future review of the Borough's Sustainable Community Strategy Matters related to LA21 Matters related to Climate Change</p> <p>Borough Council funding and projects related to the Snodland Partnership and other Parish Partnerships Liaison with local voluntary groups. Grant support to local voluntary groups Take a strategic view of issues affecting rural parts of the Borough, including the work of the Medway Valley Countryside Partnership, and make appropriate recommendations to the Executive and other agencies Take a strategic view of issues affecting older persons within the Borough, including assessing the impact of the projected increase in the number of older persons, and make appropriate recommendations to the Executive and other agencies</p> <p>Public Health strategies and actions Health improvement and health inequalities strategies Larkfield Leisure Centre. Angel Centre, Tonbridge. Tonbridge Swimming Pool. Poult Wood Golf Centre, Tonbridge (Catering and Clubhouse contracts only). Provision, development, management and maintenance of informal and formal public open spaces Grounds maintenance - Poult Wood Golf Courses and Tonbridge Cemetery. Children's play provision. Country Parks and Access to the Countryside. Advisory/consultancy services on outdoor leisure, and grant aid issues. Water recreation. Annual programme of sports coaching and events. Parks patrolling and security Allotments liaison – Tonbridge. Cemetery management and burial function</p>	<p>16 Members</p>
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	<p>Provision and promotion of Borough wide arts events Provision of public art. Partnerships, including West Kent Arts Partnership. Support for arts marketing Provision of arts activities for young people through the Summer Playscheme Tonbridge Gatehouse Exhibition. Tonbridge Council Chamber Functions (eg weddings). Tonbridge Castle Grounds – events programme. Tourism marketing Heritage Interpretation throughout the Borough. Youth Development Plan Youth activity programmes Youth consultation and engagement Young Achievers Award Implementation, monitoring and future review of the Community Safety Strategy. Strategies and actions for tackling youth related drug problems Community safety initiatives To advise the Council in respect of its twinning links with Le Puy-en-Velay and Heusenstamm and generally to promote twinning within the Borough.</p>	
<p>Economic Regeneration Advisory Board [P]</p>	<p>Supporting local entrepreneurship Encouraging and supporting growth of existing businesses Attracting new business investment into the Borough Engaging and listening to the local business community Representing the Borough Council on the West Kent Partnership Working to improve the vitality of the Borough's town and local centres Promoting the Borough as a popular tourism destination</p> <p>Economic Development Tasks</p> <p>Supporting Local Business</p> <p>Commission and fund free 1-2-1 business advice sessions Commission and fund business support</p>	<p>16 Members</p>

	<p>seminars</p> <p>Provide on-line advice for businesses in search of funding</p> <p>Help to foster business networking via an online business directory</p> <p>Signposting businesses to support provided by partner agencies</p> <p>Use the Council's own procurement processes to support local business</p> <p>Ensure payments by the Council for services from local business are paid promptly</p> <p>Maximise use of the Council own property portfolio to support local business</p> <p>Business Engagement</p> <p>Holding regular engagement events for local business</p> <p>Contribute to existing business networks and fora active in the Borough</p> <p>Support locally held business award initiatives</p> <p>Receive and act upon feedback from local businesses</p> <p>Promoting Inward Investment</p> <p>Signpost to on-line advice for businesses in search of new premises/sites</p> <p>Engage with developers to ensure new employment-related development is well planned</p> <p>Bring forward new sites for employment use as set out in the LDF</p> <p>Work with Locate in Kent to promote the take up of vacant business property</p> <p>Partnership Working</p> <p>Contribute to the economic work of the West Kent Partnership</p> <p>Assist with the delivery of the West Kent Investment Strategy</p> <p>Achieve a higher economic priority for the area in relation to the wider LEP</p> <p>Rural Business Sector</p> <p>Commission and fund support for home-based businesses</p>	
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	<p>Commission and fund support for the land-based sector Contribute to a new LEADER grant programme for the land-based sector from 2015 Promote the enhancement of local broadband services in areas of need Matters related to Farmers' Markets</p> <p>Skills and Employability</p> <p>Work with Job Centre Plus and other partners to tackle local worklessness issues Develop and support Job Clubs in areas of particular need Help promote the take up of local apprenticeships available in the Borough Offer regular Borough Council apprenticeships to local young people Commission services to promote entrepreneurship in deprived communities Work with local schools and colleges to develop work-readiness skills Help promote work experience opportunities for young people with local businesses</p> <p>Supporting Town Centres</p> <p>Support a major redevelopment of Tonbridge Town Centre Contribute to the promotional work of the Town Team in Tonbridge and in other local centres Tackle the need to find new uses for empty shop premises Support opportunities for additional retail activities eg Farmers Markets Encourage the improvement of the environment and appearance of town and local centres Allocation of Innovation Fund.</p> <p>Supporting the Tourism Sector</p> <p>Work with Visit Kent to promote the Borough's visitor attractions and accommodation Operate the Tourist Information Centre at Tonbridge Manage Tonbridge Castle as a key visitor</p>	
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	<p>attraction</p> <p>Deliver an annual programme of cultural events</p> <p>Work with operators to help promote cultural and entertainment events</p> <p>Prepare online visitor information</p>	
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