



ESSENTIAL REFERENCE PAPER C

Bishop's Stortford Town Centre Planning Board

TERMS OF REFERENCE

Purpose

The primary purpose of this group is to promote and facilitate the delivery of projects and developments in the Town Centre Planning Framework. The group will regularly review process, ensure that projects that impact on the delivery of the overall objectives are co-ordinated and any deviation from the overall plan is mitigated. The Board will also help determine the allocation of any resources to the programme.

Remit and Accountability

The group will consider the following within its remit:

1. Lead on the promotion and facilitation of the Town Centre Planning Framework to deliver a cohesive approach to planning and development across Bishop's Stortford Town Centre.
2. Monitor progress as well as receive and review updates on all projects within the programme
3. Review the overall resources available to the programme and determine the allocation of these to ensure successful delivery of all projects
4. To work with landowners, developers, retailers, the Town and County Councils and other stakeholders to realise proposals in the Framework in accordance with the Delivery Plan.
5. To encourage local interest groups and users of the town centre to engage with the process of implementation.
6. To seek out sources of funding for non-commercial initiatives.
7. To consider the use of the Council's statutory powers to bring forward necessary change in accordance with the Framework and Development Plans.
8. Ensure that effective communication is in place to wider staff group, customers and Councillors on the progress of the projects.
9. That any risks that may impact on delivery of outcomes of the programme are identified at as early a stage as possible and suitable mitigations are identified to ensure that the programme remains on track

Procedure & reporting

- 1 To meet every calendar month or otherwise as required.



- 2 To minute the meetings and publish those that are not commercially sensitive.
- 3 To instruct and receive reports from the Officers Working Group and Work stream Leads Group as required and to receive and review the minutes
- 4 To seek instructions, report on progress and make recommendations to the Executive.

Membership and Constitution

The authority for Board membership allocation is delegated to the Leader of the Council and Lead Director