

Approved on : 07/06/2016

Signed:
(Chair)



TODMORDEN TOWN CENTRE DEVELOPMENT BOARD TERMS OF REFERENCE

1. **AIM:** To co-ordinate and drive plans focused on the development of Todmorden Town.
2. **SCOPE:** The area included in this development programme is Todmorden Town.
3. **OBJECTIVES:**
 - To produce a plan for the Town (linking with Calderdale Council's Local Plan and Todmorden Town Council's Neighbourhood Plan);
 - To ensure that the Town is attractive to live in and visit, busy and economically vibrant;
 - To maximise the investment opportunities in Todmorden for sustainable development;
 - To revitalise the built environment in the Town;
 - To involve and engage local community groups and local people.

4. METHODS OF WORKING:

The Board is expected to meet every 6 weeks on a schedule agreed for the year. At each meeting it will receive reports on progress with agreed priority projects and funding. It can establish Working Groups for individual projects or activities. Board meetings are to be held in public and minutes will be available on the Council's website and to the Development Board's constituent groups. Items to be considered as exempt will be those which are commercially sensitive.

5. MEMBERSHIP:

Membership of the Todmorden Development Board will comprise the following:

- Cabinet Member for Regeneration & Economic Development, Calderdale Council
- Cabinet Member for Communities, Calderdale Council

- 1 x Ward Member for Calder Ward, Calderdale Council
- 3 x Ward Members for Todmorden Ward, Calderdale Council
- Ward Member for Central Ward, Todmorden Town Council
- Ward Member for Stansfield Ward, Todmorden Town Council
- Ward Member for Langfield Ward, Todmorden Town Council
- 2 x Community Representative Members
- 2 x Business Representative Members

To be reviewed annually.

The Board will be serviced and supported by Calderdale Council Officers.

The remit of the Development Board members is:

- To approve Project Specification plans and any subsequent changes
- To endorse any funding applications and make recommendation to Calderdale Council's Cabinet for allocation of funding
- To provide direction and determine priorities
- To ensure collaborative working between organisations
- To ensure that local people, businesses and community groups are engaged and involved in the work of the Board
- To have voting rights

Individual responsibilities:

- To be advocate representatives and collectively responsible for projects
- To channel two-way communication between the Programme Board, project teams and all stakeholders in their organisation.

6. CHAIR

- Chair of the Group – Councillor Susan Press
- Deputy Chair – Councillor Steph Booth

To be reviewed annually.

7. QUORUM

The Quorum for the Meeting comprises Chair or Deputy Chair plus 4 members.

8. SUBSTITUTES

Substitutes for both Members and Officers will be subject to the approval of the Chair of the Development Board prior to the meeting.