Report of the Director

Town Centre Sub-Committee – Terms of reference

1 Purpose of report

To approve the terms of reference in appendix 1 for the town centre sub-committee.

2 Executive summary

The creation of a town centre sub-committee was agreed at annual council on 22 May 2018. This report seeks approval for the terms of reference for this sub-committee in Appendix 1.

3 Appendices

Appendix 1 – Town Centre Sub-Committee draft terms of reference.

4 Proposed action:

4.1 The town centre sub-committee is invited to RESOLVE to approve the terms of reference in appendix 1.

5 Background

5.1 At annual council on 22 May 2018 it was agreed that a town centre sub-committee be established.

5.2 It was agreed that this sub-committee will consider any matters relating to the town centre and report back to development committee. This will replace the town centre regeneration working party and the market working party and will be able to make decisions.

5.3 As with committees, formal reports and notes will be produced and the meetings will be open to the public giving them an opportunity to speak.

5.4 There are seven members of the town centre sub-committee these are:
   - Chairman: Cllr Bell
   - Vice-chairman: Cllr Carr
   - Conservatives: Cllrs Ekins, Graves and Skittrall (5)
   - Labour: Cllrs Anslow and Maguire (2)
6 **Discussion**

6.1 Approval is sought for the terms of reference in Appendix 1 to be agreed. This will allow reports to be written and presented to the Town Centre Sub-Committee.

6.2 The dates for this sub-committee are:
- 1 October 2018
- 11 December 2018
- 11 February 2019

7 **Legal powers**

Town and Country Planning Act 1990, Planning and Compulsory Purchase Act 2004

8 **Financial and value for money implications**

Any decisions made by the sub-committee would be covered by existing budgets. If additional funding is needed this will be reported to resources committee.

9 **Risk analysis**

<table>
<thead>
<tr>
<th>Nature of risk</th>
<th>Consequences if realised</th>
<th>Likelihood of occurrence</th>
<th>Control measures</th>
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</thead>
<tbody>
<tr>
<td>Terms of reference not agreed.</td>
<td>Sub-committee meetings delayed.</td>
<td>Medium</td>
<td>Agree the terms of reference.</td>
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</tbody>
</table>

10 **Implications for resources**

Any decisions made by the sub-committee would be covered by existing staff resources. If additional resources are needed this will be reported to the relevant committee.

11 **Implications for stronger and safer communities**

None arising from this report.

12 **Implications for equalities**

There are no equalities implications, any actions would be within the remit of the development committee. New projects would be subjected to any necessary assessments.

13 **Author and contact officer**

Victoria Phillipson, Principal Property and Projects Manager.
**Consultees**

Julie Thomas, Director  
Bridget Gamble, Director  
Liz Elliott, Managing Director  
Adrian Piper, Assistant Director

**Background papers**

None.
Town Centre Sub-Committee - Terms of Reference October 2018

1. Membership

The sub-committee will comprise seven members of the development committee reflecting the political balance of the council.

2. Accountability

This is a sub-committee of development committee, which can make decisions within the remit of the responsibilities identified below.

The reporting mechanisms will be the same as development committee with reports being circulated seven days before the meeting and minutes being taken. These meetings will be open to the public who will also be able to register to speak in the same way as development committee.

3. Objective

The sub-committee will receive reports on current topics within the town centre for their consideration, approval or making recommendation to the appropriate committee. Minutes of the sub-committee will be reported to development committee to confirm.

4. Responsibilities

This sub-committee will receive reports on the following:
- Town centre projects/sites.
- Act as a steering group where appropriate for projects identified as a council priority.
- The vision for the town centre.
- Town centre marketing and promotion.
- Delivery options, reporting any recommendations to the appropriate committee.
- Procurement methods for approved projects.
- Market Rights Policy (MRP) and trading regulations reviews and updates.
- Applications under the MRP.
- Fees review for the market and street trading, recommending any changes to resources committee.
- Projects or strategies to enhance promote and regenerate the market.

5. Meetings

The meetings of this group will be set annually alongside committee meeting dates and will meet three times a year.
6. **Confidentiality**

Parts of the meeting may need to be exempt under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as is the same for Development Committee.