

Hebden Bridge & Mytholmroyd Development Board

TERMS of REFERENCE

1. OVERALL AIM

To coordinate and drive plans focused on the development of Hebden Royd.

2. HEADLINE OBJECTIVES

- To ensure that Hebden Royd is an attractive place to live in and visit, busy and economically vibrant.
- To include economic, social, transport and environmental issues and aspects within the area.
- To identify and realise investment opportunities in the area.
- To revitalise the built environment in the area.
- To involve and engage local community groups, businesses and people in this work.
- To engage with and be informed by the Neighbourhood Plan for Hebden Royd and the Hilltop parishes.

Detailed areas of work can include:

- Place making and planning of the vision for the town centres and more detailed components thereof;
- Consideration of asset management issues including the decommissioning of buildings which come to the end of their useful life and the planning of new modern facilities for the delivery of public services in support of a community hub model;
- Develop and build on the involvement of community organisations in public service delivery; strengthening links with community anchor organisations,
- Consideration of transport and traffic management issues;
- Planning of events and marketing campaigns in the area;
- Improvement and management of local markets, and public realm;
- Broader involvement of local community;
- Development of community capacity to deliver future regeneration and community building projects;
- Approving project specifications, plans and any subsequent changes;
- Endorsing any funding applications and make recommendation to Calderdale Council Cabinet for allocation of funding;
- Providing direction and agreeing priorities;
- Ensuring collaborative working between organisations;
- Consulting with wider forums relevant to realising the priorities identified;
- Access to services and employment opportunities for under- represented groups.

3. METHODS OF WORKING

The Board is expected to meet bi-monthly, on a schedule agreed for the year. At each meeting the Board will receive reports on progress with agreed priority projects. It can establish working groups for individual projects or activities. Board meetings are open to the public. Minutes will be available on the Council's website and to the board's constituent groups. Items to be considered as exempt will be those which are commercially sensitive.

4. MEMBERSHIP

Membership of the Development Board will not normally exceed 14 (excluding Portfolio Holder positions) and will comprise the following:

- Calder Ward Councillors x 2
- Cabinet member for Public Services
- Cabinet member for Regeneration & Strategy
- Hebden Royd Town Councillors x 4
- Councillor representative for Luddendenfoot x 2
- Representatives from Hebden Bridge and Mytholmroyd areas (ideally representing residents, businesses, retailers, market traders, community groups, education and young people) x 7

Community representatives are selected for a three-year period to reflect the strategic nature of this Development Board's work. Representatives may serve a maximum of three terms (i.e. nine years).

The Board may make any co-options that it sees fit in order to achieve its aims and objectives.

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

Individual responsibilities of Board members

- To be champions of projects within their own organisations and publicly;
- To channel two-way communication between the Development Board, project teams and all stakeholders.

5. CHAIR

The Chair will be a Calderdale MBC Councillor and chairmanship will rotate between the ward councillors.

7. QUORUM

A quorum will be the Chair or Deputy Chair plus 1 other councillor and 4 other members of the Board.

8. DECISION MAKING

Decision making will normally be by discussion and consensus seeking wherever possible. All members of the Hebden Bridge & Mytholmroyd Development Board have voting rights.

In the event agreement cannot be reached, the Chair has the casting vote.