**Item 8 Appendix 1**

**Kettering Town Centre Taskforce**

**Terms of Reference**

**Main Purpose**

The purpose of the Town Centre Taskforce is to form a partnership of key partners to support the delivery of projects aimed at improving the performance of the town centre.

**The Vision**

To deliver a town centre that is characterful, distinctive and fun – ones that delivers a better shopping experience, a strong and vibrant night time economy, safe, clean and pedestrian friendly public realm, and distinctive, engaging and well-supported events.

**Objectives**

The following objectives for the Taskforce are as follows;

* To retain Purple Flag status for the town centre
* To raise the profile and develop a strong Business in the Community partnership
* To support Northamptonshire Police with community safety and wider community involvement
* To provide a forum for discussions on forthcoming events and how best to get people engaged
* To promote the town centre in all arenas, in order to bring in further investment
* Support the delivery of a Public Spaces Protection Order for Kettering

**Membership**

The membership of the Taskforce will comprise of some core members and an evolving list of members according to activities and the expertise required.

|  |  |
| --- | --- |
| Chair | tbc |
| Portfolio Holder for Regeneration | Councillor Mark Dearing |
| Portfolio Holder for Environment | Councillor Mark Rowley |
| Portfolio Holder for Strategic Delivery | Councillor Ian Jelley |
| Ward Councillor | Councillor Keli Watts  |
| Northamptonshire Police Sector Inspector | Adam Ward (now Julie Mead)  |
| Fire & Rescue Service Station Manager | Mick Berry |
| KBC – Interim Head Of Commercial Development | Liz Wade |
| KBC – Principal Economic Development Officer | Collette Lilley |
| KBC – Health Services Manager | Russ Howell  |
| KBC – Partnership Manager | Carole Stephenson |
| KBC – Events Team | Shannon Petrossian |
| Pubwatch Chair  | Jamie Lane |
| Street Pastors | Don Spooner |
| Newlands Centre Manager | Neil Griffin |
| Local Developer | Kevin Jones |
| BitC Lead | Becky Maslen |
| NCC | Sara Frost |
| Kettfest | Jo Selby-Green |

Representatives of other sectors and organisations may be co-opted or invited to attend.

**Venue and frequency of meetings:**

The Taskforce will meet quarterly at Kettering Borough Council and dates will be set annually.

**Record of meetings:**

The Taskforce will be provided with secretariat support by Kettering Borough Council who will:

* Ensure that minutes are taken of the meetings.
* The agenda to be distributed 7 days prior to the meeting, together with the minutes
* Agenda items to be agreed at the end of each meeting.

**Responsibilities of the Taskforce members:**

Members of the Taskforce will ensure representation at all meetings by their organisation.

They will encourage/promote positive stories through local media, newsletters and the web, where appropriate

They are responsible for keeping their organisation informed of Taskforce activities and agreed actions.

Any conflicts of interest should be declared at the appropriate time.