

## **Annex 3.1a Letchworth Garden City Town Centre Strategy Group**

### **Terms of Reference**

**March 2019**

#### **Purpose**

The Town Centre Strategy Group a multi-partner forum whose purpose is:

- To advise and support NHDC and the Letchworth Garden City Heritage Foundation to develop, coordinate, implement and evaluate Town Centre strategy for Letchworth Garden City as part of the wider Local Plan implementation
- To facilitate coordination and effective communication of Town Centre located developments, events & activities and other member initiatives that ensure members support a vibrant town centre economy and a positive retail and visitor experience
- To facilitate effective management and place-making of the Town Centre to best support the local community and enhance the town centre economy and the retail and visitor experience
- To identify opportunities for inward investment and other funding to enable town centre development priorities to be resourced and implemented

#### **Membership**

North Hertfordshire District Council  
Letchworth Garden City Heritage Foundation  
Letchworth BID  
Garden Square Shopping Centre

#### **Key Work Areas**

The Group's activity is focussed on the following areas;

1. Contribute to the development of Town Centre strategy and aligning this to member's business and activity plans, identifying opportunities for joint work that will support delivery of the strategy.
2. Share information, research and intelligence about Letchworth's town centre economy to provide a common evidence base and inform strategic priorities and activities.
3. Share information about Town Centre works, plans, activities and events that members are planning and undertaking and agree key communication and stakeholder management activity.
4. Share and report information about Town Centre management issues including environmental, criminal, transport, social and cultural programming and activities as well as lettings and vacancies strategies and actively contribute to problem solving and resolution.

#### **Meetings and secretariat**

The Group will meet quarterly. NHDC will undertake to Chair the meetings and the Council and Foundation will rotate secretariat support for the meeting including agenda planning and papers which will be circulated at least 5 days prior to the meeting.

Minutes will be recorded predominantly in the form of action points with an identified owner and deadline where practicable.

#### **Communications and stakeholder feedback**

Members are expected to report and information share actions arising from the meeting with their organizational members/internal stakeholders. The Group will initially develop and share a stakeholder map to facilitate effective communication.

Information about the activities of the Group will not be shared more widely or publicly without each member's informed consent.

It is recognized there may be commercially sensitive aspects to the Forums' discussion and at all times the Group will adhere to a strict confidentiality policy.

Draft  
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