

Folkestone & Hythe District Regeneration Board

Terms of Reference

1. **Purpose of the Board**

- 1.1 The Folkestone and Hythe District Regeneration Board's core purpose will be to drive, facilitate and enable the continued economic growth of the district, informing and stimulating regeneration and renewal of action areas identified in the emerging Places and Policies Local Plan and adopted Core Strategy.
- 1.2 The Board will help to:
- Secure investment by building on existing assets and ensuring appropriate land and property availability.
 - Work with key stakeholders to ensure that strategic frameworks are established that integrate the physical, economic, social and environmental interventions required to deliver long-term change and an improved quality of life for residents and businesses.
 - Ensure regeneration plans are integrated, coherent and based upon the emerging district 'place' brand and marketing campaign themes, role and function of the place;
 - Deliver on outcomes for the district, planning all capital investment in order to reinforce and sustain the residential, commercial and retail markets in the area ;

2. **Status of the Board**

- 2.1 The Board is an association of strategic partners, who agree to work together to ensure delivery of the key projects that make up the district's regeneration programme. The Board is not a separate legal entity and will not directly employ staff, enter into contracts or acquire or hold land. All legal powers shall be drawn from those of its partner agencies.

3. **Membership**

Damian Collins MP	MP for Folkestone and Hythe (Chair)
Cllr David Monk	Leader of the Council, FHDC
Cllr John Collier	Cabinet Member for the District Economy, FHDC
Cllr David Godfrey	Cabinet Member for Special Projects, FHDC
Cllr Mark Dance	Cabinet Member for Economic Development
John Bunnett	Director of Place and Commercial, FHDC
Barbara Cooper	Corporate Director Growth, Environment and Transport,
KCC	
Alastair Upton	Chief Executive, Creative Foundation
Jo James	Chief Executive of the Kent Invicta Chamber of Commerce
Geoff Miles	Chair of Kent and Medway Economic Partnership
Trevor Minter	Director, Strandhouse
Chris Moore	Head of Accelerated Delivery, Homes England

Folkestone & Hythe District Regeneration Board

Terms of Reference

Folkestone & Hythe District Council (FHDC) Supporting Officers

Andy Blaszkowicz	Head of Commercial and Technical Services
Katharine Harvey	Chief Economic Development Officer
Graham Hammond	Senior Economic Development Officer
Dave Shore	Strategic Development Project Manager
Donna Brace	Leadership Support Assistant (Meeting Support)

Kent County Council (KCC) Supporting Officers

Stephen Gashe	Kent Highways (Rail)
Matt Hogben	Principal Transport and Development Manager
Tom Marchant	Head of Strategic Planning and Policy

- 3.1 The Board may extend the invitation to individuals and/or organisations for representation on the Board, including representatives of the local community and independent external representatives, as the need arises. This would include representatives relating to area-specific regeneration projects e.g. Romney Marsh Partnership, Town and Coastal teams, to ensure partnership work is enhanced and not duplicated.
- 3.2 Internally, an Asset Management Board is already in operation to oversee the management of the Council's property and asset portfolio. It is proposed that this should continue, but will be made cognisant of the regeneration boards activities through the common membership of John Bunnett, Director of Place and Commercial and supporting FHDC officers.

4. Key responsibilities

4.1 The Board shall:

- Act as a central co-ordinating body for the major Folkestone & Hythe regeneration projects.
- Work together to ensure the smooth delivery of the major projects
- Proactively seek opportunities to raise the profile and image of the district
- Use its influence to lever in resources to deliver the projects, including potential infrastructure requirements
- Receive regular updates on progress from lead partners.
- Establish sub-groups as appropriate, and monitor their progress.
- Influence and shape the longer term development of the district and use the resources and powers of the Board's member organisations to facilitate its effective delivery

4.2 Operational protocols

Decision making:	All decisions shall be made by consensus.
------------------	---

Folkestone & Hythe District Regeneration Board

Terms of Reference

Mutual responsibility:	All Board members shall act both as representatives of their organisations and as champions of the Folkestone & Hythe regeneration programme as a whole.
Chairing of meetings:	The Board shall be chaired by Damian Collins MP. The Chair shall be responsible for approving agenda items and minutes; determining whether rules of confidentiality should apply and for the efficient conduct of Board meetings. The Board may decide to appoint an alternative chair at any time, and shall periodically review the chairing arrangements.
Secretariat:	FHDC Leadership Support team shall act as the Board's Group Secretariat. The Secretariat shall be responsible for the arrangement of meetings, agenda setting, the efficient distribution of all papers and, with the approval of the Chair, the notification and monitoring of all decisions. The Board shall periodically review these arrangements.
Agenda items/minutes:	Agendas and associated papers shall be distributed in advance of Board meetings. Minutes shall be distributed within three weeks of Board meetings. Strategic communications shall be considered at each meeting.
Confidentiality:	<p>From time to time, the Board may discuss matters that will need to remain confidential to Board members. The following protocol shall apply:</p> <ul style="list-style-type: none"> • All papers shall remain confidential until the date of the Board meeting. • Meetings of the Board shall not be open to press and public. • During each meeting, members of the group will need to clearly identify if any item is confidential. The group shall decide whether any item should remain confidential. • All items discussed at the Board shall be recorded in a meeting note. Those items that the Board has determined to be confidential shall remain so and not be disclosed outside the Board meeting. All other notes shall be publicly accessible. • Attendees at Board meetings shall be bound by the same confidentiality protocols as Board members.

Folkestone & Hythe District Regeneration Board

Terms of Reference

Conflicts of Interest:	This will be a standard agenda item at all meetings of the group and members will be required to identify any conflicts for recording in the meeting notes. Once identified, an appropriate course of action will be agreed and recorded on a conflict of interest register.
Attendance:	Officers responsible for project implementation from other partner organisations shall be invited by the Chair to attend the Board as appropriate.
Substitution:	Board members shall nominate no more than one substitute.
Sub-Groups:	Sub-groups shall be established by the Board as required. All sub-groups shall have clear terms of reference and shall report on progress to the Board.
Timing of meetings:	The Board shall aim to meet every two months. In any case, it shall meet no less frequently than once every three months, but may meet more frequently, should the needs of the project dictate.