

**BUCKHURST HILL  
TOWN CENTRE PARTNERSHIP**  
WORKING FOR THE COMMUNITY

**CONSTITUTION**

**TERMS OF REFERENCE**

**BUCKHURST HILL PARTNERSHIP STEERING GROUP**

**T/A BUCKHURST HILL TOWN CENTRE FORUM/PARTNERSHIP**

**Date : 19<sup>th</sup> January 2004**

**THE BUCKHURST HILL PARTNERSHIP**  
**STEERING GROUP**

**MISSION STATEMENT**

To ensure that Buckhurst Hill is maintained as an attractive place in which to work, live, shop and visit.

To implement an action plan that will secure a healthy future and to advance prosperity and quality of life.

## CONSTITUTION

1. The Buckhurst Hill Town Centre Partnership/Forum shall be open to all those who have an interest in the town centre in any way. WA
2. Buckhurst Hill Partnership shall <sup>comprise(?)</sup> comprise the Chair and Secretary (to be treated also as Members) and Members.
3. The Chair of The Buckhurst Hill Partnership shall be elected at an Ordinary Meeting of The Buckhurst Hill Partnership, so defined for that purpose.
4. When the Town Manager is appointed he/she shall be a member of The Buckhurst Hill Partnership.
5. The Buckhurst Hill Partnership shall meet as often as is required but at least once annually.
6. The Buckhurst Hill Partnership may create temporary working groups to deal with specific issues which may arise from time to time.
7. A Quorum shall be 5 members of The Buckhurst Hill Partnership. If a quorum is not present at the start of a meeting the meeting may not commence. If during a meeting there ceases to be a quorum present, that meeting shall stand adjourned.
8. The Buckhurst Hill Partnership may, by a simple majority, agree to extend or vary the size and/or composition thereof.
9. The Constitution may be carried at any time by a majority decision of the The Buckhurst Hill Partnership in excess of two thirds of eligible members voting. Any proposals to so vary the Constitution must be delivered in writing to each member not less than 21 days prior to the meeting upon which the appropriate vote is to be taken.
10. Notice of a meeting of the Partnership/Forum shall be advertised no less than two full weeks prior to the meeting, inviting all those interested in the town centre and its management to attend.
11. The business of the Partnership/Forum at its Annual General Meeting shall be as follows:
  - i Apologies
  - ii Minutes of previous meeting
  - iii Submission of reports by the Chairs of the Working Groups
  - iv Submission of report by the Chairs of the The Buckhurst Hill Partnership Steering Group
  - v Report on Finances
  - vi Details of nominated members of The Buckhurst Hill Partnership Steering Group

- vi Election/re-election of members of The Buckhurst Hill Partnership Steering Group
- vii Open discussion under control of the Chair of The Buckhurst Hill Partnership Steering Group

## TERMS OF REFERENCE

Where not the statutory responsibility or duty of Essex County Council, Epping Forest District Council and Buckhurst Hill Parish Council:

1. To serve as the Steering Group for The Buckhurst Hill Partnership by bringing together all stakeholder interests in the town centre to work in partnership, whether they be provide sector, public sector or community representatives and to co-ordinate their activities toward a common goal.
2. To set the broad direction of Buckhurst Hill management taking into account the needs of customers, employees, Employers, retailers, business interests, freeholders and developers the Epping Forest District Council, the Buckhurst Hill Parish Council, The Epping Forest District Council, Epping Forest Chamber of Commerce and the Residents' Association.
3. To prepare a clearly defined and understood strategy, and a realistic Business Plan and priorities programme for carrying out, where not the responsibility Essex County Council; of Epping Forest District Council, or Buckhurst Hill Parish Council, improvements to the appearance and attractions of Buckhurst Hill, looking forward at least three to five years. To monitor and review and where necessary revise the strategy of the Business Plan.
4. To encourage a customer care philosophy within or affecting Buckhurst Hill.
5. To co-ordinate the activities of all who provide services within Buckhurst Hill as and when required.
6. To agree and implement a marketing and promotional strategy for Buckhurst Hill and to reinforce the identity of the town.
7. To work with the Town Centre Manager and utilise his/her expertise.
8. To establish Working Groups to deal with specific issues and annually to agree their constitution and terms of reference and appoint their Chairs.
9. Members will liaise with the Chair and all direct contact with the media.
10. To act as a formal lobby group on behalf of the interest of Buckhurst Hill to the Essex County Council, Epping Forest District Council, Buckhurst Hill Parish Council and other relevant agencies and the Government.
11. To investigate appropriate methods of funding in order to give effect to the Terms of Reference hereinbefore set out.

## **WORKING GROUPS**

### **CONSTITUTION**

1. Each working group and its Chair shall be appointed by The Buckhurst Hill Partnership
2. Each working group shall operate to the terms of reference established by The Buckhurst Hill Partnership and shall be tasked only by The Buckhurst Hill Partnership.
3. Working Groups shall be formed and meet at the discretion of individual Chairs. Chairs will be responsible for presenting Minutes, reports and recommendations to the The Buckhurst Hill Partnership/Forum.
4. Working Groups through their Chairs may co-opt members as and when they consider it to be appropriate
5. Whether a working group is quorate shall be at the discretion of the Chair.