

New Malden Town Centre Partnership

Terms of Reference

The New Malden Town Centre Partnership (NMTCP, or 'the Partnership') is a group made up of representatives from local voluntary and community organisations, businesses, and residents in New Malden. The Partnership works together and is supported by Kingston Council to support and promote the town centre and its future wellbeing and viability.

*The principal area covered by the Partnership is shown in **Appendix 1***

1. Vision

Our vision for New Malden is to build on its current strengths, for it to be a vibrant, interesting, friendly and popular place. It will successfully provide a wide range of local shopping, service, leisure, recreation, arts, culture and business uses in an attractive, safe and convenient environment. The cultural diversity of the town centre will be recognised and celebrated, and it will be a focus for local community activities.

2. Aims

To work together with the local community, businesses and the Council, and reflect the cultural diversity and interests of the local community, to promote the attractiveness and use of the town centre.

3. Actions

- Promote community connections and footfall in the town centre by liaising with local groups and organisations on existing community events and develop a programme of events and activities for the new Town Square and other appropriate spaces and places
- Widen and further improve the range of uses and activities in the town centre
- Seek opportunities for improvements for provision for local arts and culture
- Work with the emerging New Malden Business Forum on ways to boost the attractiveness and trade of the town centre such as promoting its role as a multicultural eating and shopping destination
- Identify improvements to town centre facilities and the physical environment including access and provision for people with disabilities
- Collaborate with the Council, public bodies and landowners on improvements to the town centre spaces and buildings
- Consult and engage with the local community and businesses to develop a project bank of potential improvements to promote and improve the town centre going forward
- Work with the Council and other bodies to secure funding from various sources for improvements

4. Structure

The Partnership is led by a Steering Group, which will consist of up to 12 members. The founding members of the Steering Group come from local organisations with a connection to New Malden and interest in the town's future development. The founding members comprise one representative each of:

- New Malden Rotary
- Malden and Coombe Heritage Society
- The Korean British Cultural Exchange
- The Groves Residents Association
- New Malden Residents Association
- The Malden First Aid Society
- New Malden Methodist Church
- New Malden Business Forum
- Kingston Society
- Kingston Centre for Independent Living (KCIL)

The Steering Group will be supported by a Community Connector (profile in **Appendix 2**), whose role will include:

- Liaising with Kingston Council and the wider community
- Attendance at (and the administration of) Steering Group meetings
- Delivering an agreed work programme for the Steering Group

The Community Connector will also be responsible for managing community engagement for the new Town Square, and in other locations within the town centre boundary.

The Steering Group may invite specialists or other individuals to attend meetings to advise on specific matters. These guests will not have voting rights.

The Steering Group will make decisions on behalf of the Partnership. Items can be proposed by the wider community and will be welcomed for consideration by the Steering Group. The Steering Group will also ensure that there are mechanisms in place to review progress with the wider community and obtain their feedback and ideas, e.g annual report, AGM, public meetings etc.

The Chair and Deputy of the Steering Group shall be chosen from among the members of the Steering Group or, if agreed by the Group, an independent Chair and Deputy Chair will be appointed. Appointments will be reviewed annually and can be renewed with the agreement of the Group.

At least five members of the Steering Group will need to attend a meeting for the meeting to be quorate. All members of the Steering Group will have an equal vote. In the event of a tie on any

vote, the Chair (or Deputy in the absence of the Chair) will have a casting vote. The Community Connector will not have voting rights at Partnership meetings.

5. Task & Finish Groups

The Steering Group may establish task and finish groups, as appropriate, to deliver projects such as events on the Town Square, and improvements to New Malden High Street, station, and precincts.

Task and finish groups will be established only with agreement of the majority of members of the Steering Group. These groups will make recommendations to the Steering Group, unless specifically given permission to carry out actions or incur expenses on behalf of them at a quorate Steering Group meeting.

6. Relationship with Kingston Council

The Partnership is not only a working relationship with local groups and organisations but also with Kingston Council. The Steering Group will work with Kingston Council officers to share information and ensure opportunities for partnership working are maximised. Key Council officers, notably the Neighbourhood Manager for New Malden, and an officer of the High Street Recovery Team may attend Steering Group meetings, but will not have a vote.

From time to time, where relevant to discussions, the Steering Group will also invite other Council officers and New Malden Councillors to attend meetings.

7. Meeting Scheduling

Steering Group Meetings will usually be held on the third Monday of every month but can be held at any other time as agreed. The Group will meet on no less than 6 occasions annually and meetings will be held in accordance with a calendar approved by the Group's members.

Agendas and documents will be issued no less than one week in advance of each meeting. All meetings are to be minuted and all documents made publicly available to view on the internet unless otherwise agreed for confidentiality reasons.

The Chair, supported by the Community Connector and in consultation with members of the Steering Group, will be responsible for

- Setting the agenda for each meeting
- Keeping the meeting moving and on time
- Encouraging broad participation from members
- Ending each meeting with a summary of decisions and actions
- Ensuring accurate minutes of each meeting are produced

The Annual General Meeting of the Partnership shall be held once every calendar year.

8. Finances

The Steering Group will seek funding on behalf of the Partnership from a wide range of potential sources, including in collaboration with the Council and other bodies, to achieve the aims and actions as set out in the Terms of Reference.

NMTCP is currently unconstituted so will work with partner organisations such as New Malden Rotary and Kingston Council to hold funds on an interim basis.

All proposals for expenditure by the partnership will require the approval of a majority of the Steering Group.

Appropriate budgetary control and management measures will govern all the finances of the Partnership including receipt and expenditure of funds with fully transparent authorisation and accountability. A statement of annual account will be produced in an annual report.

9. Amendments to the Terms of Reference

All Steering Group members will be asked to vote on any proposals to change the Terms of Reference.

10. Dissolution

If any member of the Steering Group decides it is necessary or desirable to dissolve the Group, they shall call a meeting of the Group with not less than twenty-one days' notice, informing them of the proposed dissolution. The proposal will be carried if approved by at least two-thirds of those present and voting at a quorate meeting.

Appendix 1 - NMTCP Boundary



Appendix 2 - Role Profile, Community Connector

The Royal Borough of Kingston upon Thames has appointed a Community Connector to liaise with local community groups, businesses, the Council, other relevant bodies and engage with the public in support of the Steering Group and the Partnership.

Tenure

The Community Connector post will be a contract for a period of one year, and will be in line with the Council's Terms and Conditions. Normal working hours will typically be 24 hours.week (Flexible days to suit need).

Reporting lines

The post holder will work to an agreed work programme that will be reviewed and monitored by the Partnership Steering Group and Kingston Council.

The Community Connector will report to the designated official in RBK and the Partnership Steering Group.

Activities

The Community Connector will:

- Coordinate and oversee events for the new Town Square in conjunction with participating organisations and support events across the town centre
- Support the Steering Group in developing and implementing project ideas for New Malden High Street improvements
- Support the Steering Group on the execution of funding bids – both through and with the Council and through other institutions – relevant to New Malden town centre
- Support the Steering Group in the establishment of the Partnership
- Bring to the Steering Group for a decision any ideas, local groups, individuals etc which might add value to the Partnership going forward

Deliverables include:

- Work with existing businesses, community and cultural stakeholders to support the Steering Group to establish the New Malden Town Centre Partnership so that it might be as representative as possible of local groups and interests
- Coordinate a programme of events for the new Town Square and have at least one event per month in the Town Square (desirable)
- Examine operating models for the long term management of the space and events programme.
- Development of project ideas and engagement with the wider community to inform funding bids

- Administer Steering Group meetings. (Prepare and distribute Minutes. organise meetings. provide progress updates etc).