

Sowerby Bridge Town Board

TERMS OF REFERENCE

Revised July 2025

1. INTRODUCTION

- a. The Board will work with the Council and local stakeholders to promote and support the development and delivery of the Sowerby Bridge Masterplan and emerging local projects.

2. SCOPE

- a. The area included in this development programme includes Sowerby Bridge, Copley, and Triangle.

3. VISION AND VALUES

- a. The Board's vision is to make Sowerby Bridge and surrounding areas a busy and economically vibrant place that is attractive to live in and visit.
- b. To deliver this vision, the Board will:
 - i. Maintain and update the Sowerby Bridge masterplan, place-making and planning of the vision for the town centre.
 - ii. Seek external funding opportunities for the area that promotes community development, business support, events and the visitor economy, improved greenspace, and environmental improvements.
 - iii. Support the growing visitor economy by promoting events, supporting local businesses, and encouraging use of Sowerby Bridge Square.
 - iv. Address economic, social, transport and environmental issues and aspects within the area and revitalise the built environment.
 - v. Work with the Local Health Partnership to improve the health outcomes for people in the area.
 - vi. Involve and engage local community groups, businesses, and people in this work.

- vii. Collaborate proactively with Council officers and other agencies to identify investment and funding opportunities and communicate them in a timely manner.
 - viii. Provide direction and agree priorities for investment with Calderdale Council and partners.
- c. Specific areas of work will focus on:
- i. Events, markets, and marketing campaigns supporting the visitor economy.
 - ii. Improving parks and play areas.
 - iii. Supporting local business and encouraging public and private sector joint working to promote the town.
 - iv. Traffic management issues such as active travel and public transport.
 - v. Net zero and Air quality.
 - vi. Public realm improvements.
 - vii. Promoting active and healthy communities
 - viii. Community development and seeking external funding for the sector.
 - ix. Asset management issues to assist the delivery of public services in support of the local community, including the disposal of buildings and the planning of new facilities.
 - x. Promoting broader involvement of the local community and ensuring collaborative working between organisations.
 - xi. Advising and inputting on project plans in support of board priorities, including any subsequent changes.
 - xii. Being consulted on any funding applications in support of board priorities and making recommendations to Calderdale Council Cabinet for the allocation of funding.
 - xiii. Building a sustainable board with capacity to deliver future regeneration and community building projects.
 - xiv. Sharing good practice with other town boards on a regular basis.

4. METHODS OF WORKING

- a. The Board is expected to meet bi-monthly, on a schedule agreed for the year. At each meeting, the Board will receive reports on progress with agreed priority projects. It can establish working groups for individual

projects or activities. Board meetings are open to the public. Minutes will be available on the Council's website and to the board's constituent groups. Items to be considered as exempt will be those which are commercially sensitive.

5. MEMBERSHIP

- a. Membership of the Development Board will not normally exceed 14 and will comprise the following:
 - i. 3 Sowerby Bridge ward councillors
 - ii. 1 Cabinet representative
 - iii. 10 community representatives from Sowerby Bridge, Copley, and Triangle (ideally representing residents, businesses, retailers, market traders, community groups, education, and youth)
- b. Community representatives are selected for a three-year period to reflect the strategic nature of this Development Board's work. Representatives may serve a maximum of three terms (i.e., nine years). The Board may make any co-options that it sees fit to achieve its aims and objectives. The Board will be serviced and supported by Calderdale Council officers.

6. Individual responsibilities of Board members

- a. Board members have a responsibility to uphold standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values, and behaviours in the boardroom and beyond. Board members should solicit and consider the views of other stakeholders, because these views may provide different perspectives on the board and its performance.
- b. The duties and responsibilities of a board member are to:
 - i. Attend meetings of the board wherever possible. If board members miss three consecutive meetings without adequate reason, then they may be asked to resign by the Chair, and if necessary, may be removed from the Board following a vote by the members of the Board.
 - ii. Reflect the agreed view of the board in all discussions with partners, stakeholders, government, and its agencies.
 - iii. Consult and inform residents, businesses, organisations and other stakeholders in the development and delivery of agreed priorities.
 - iv. Make decisions by consensus or voting if necessary.

- v. Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the board in meetings with partners, stakeholders, government, and its agencies.
- vi. Actively develop a culture of collaboration and partnership working.
- vii. Contribute knowledge and expertise to the development of the projects and business cases for funding.
- viii. Formally represent the board in meetings with other bodies and partner organisations as required.
- ix. Work with other Town Boards as appropriate to secure external funding opportunities.

7. CHAIR

- a. One Sowerby Bridge Councillor and one community representative will be joint chairs of the Board. The role of Chair will rotate between the three councillors annually. The community representative chair shall be elected to serve for three years.
- b. The role of the Chairs is to lead the board in defining vision and direction, and in delivering the desired outputs, while ensuring that appropriate procedures for governance and a productive working relationship with Calderdale Council are in place. The key responsibilities of the role of Chair are to:
 - i. Provide strategic leadership and direction to ensure that the board achieves its goals Effectively chair meetings of the board, leading it towards decisions that ensure the strategic vision and key objectives of the board are delivered.
 - ii. Achieve wherever consensus decisions through bringing together the board and allowing respectful debate.
 - iii. Reflect the agreed policies of the board and its members in all discussions with partners, stakeholders, government, and its agencies.
 - iv. Ensure that the board always adheres to standards of ethics and governance in public life and is an exemplar to other organisations.
 - v. Ensure that all board members participate actively in the work of the board, encouraging their attendance and engagement and keeping regular contact with all members.

- vi. Exert a casting vote in board decisions if circumstances so require.

8. QUORUM

- a. A quorum will be the Chair or Deputy Chair plus 1 other councillor and 4 other members of the Board.

9. DECISION MAKING

- a. Decision making will normally be by discussion and consensus seeking wherever possible. All members of the Sowerby Bridge Development Board have voting rights.