

**Gravesend Borough Market
Member Working Group**

Terms of Reference

Role of the Gravesend Borough Market Member Working Group

The Gravesend Borough Market Member Working Group will meet a maximum of three times and be responsible for reviewing recent research information and draft market strategy, with recommendations being presented to the February Community & Leisure Cabinet Committee in relation to the development of the Borough Market.

Key activities of the Gravesend Borough Market Member Working Group

- To review the recent research information, comprising quantitative responses to a questionnaire and qualitative feedback from meetings and focus groups
- To review the draft strategy and advise on potential areas of development
- To recommend any additional actions that should be taken in order to support the future success of the Borough Market.

Anticipated outcomes from the Gravesend Borough Market Member Working Group

- To report back to the February Cabinet Committee on the Groups findings
- To present a final draft strategy for Cabinet consideration
- To present an action plan setting out key areas of work to support delivery of the strategy

What is expected of Members of the Gravesend Borough Market Member Working Group

Members of the Gravesend Borough Market Member Working Group will:

- Attend all meetings of the Corporate Working Group as arranged by the Chair of the Community & Leisure Cabinet Committee.
- Actively participate and contribute in discussions that are held by the group.
- Support the Chair of the Group by undertaking tasks and activities as agreed and directed by the discussions of the group and recorded in the Minutes of Group meetings.

The Chair of the Gravesend Borough Market Member Working Group will:

- Arrange meetings at a frequency that best suits the activities of the group and the anticipated outcomes.
- Ensure arrangements for the effective administration of the group such as early agenda setting and minute-taking etc.
- Ensure regular reporting to the council's Management Team of the discussions and outcomes of the group.

Members

Membership to be confirmed, but will be made up of Members from the Community & Leisure Cabinet Committee.

Officers Required

Anita Tysoe

Other officers required to attend will be dependent on what the Working Group wish to consider/ discuss at each meeting.