

**Decision Maker:** Development Control Committee

**Date:** 17<sup>th</sup> November 2011

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **BIGGIN HILL HERITAGE CENTRE WORKING PARTY -  
UPDATED TERMS OF REFERENCE**

**Contact Officer:** Christine Reeks, Democratic Services Officer  
Tel: 020 8461 7638 E-mail: christine.reeks@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** Biggin Hill

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1. Reason for report

This report requests the Committee to endorse updated Terms of Reference for the Biggin Hill Heritage Centre Working Party, as proposed by the Working Party.

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2. **RECOMMENDATION(S)**

**That the updated Terms of Reference for the Biggin Hill Heritage Centre Working Party be endorsed.**

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: Vibrant Thriving Town Centres.
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### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: N/A
  4. Total current budget for this head: £N/A
  5. Source of funding: N/A
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### Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: N/A
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### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. This report does not involve an executive decision.
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Ward Councillors are represented on the Working Party.

### 3. COMMENTARY

- 3.1 The Biggin Hill Heritage Centre Working Party was established by this Committee in September 1999 (Minute 453) to ensure that the development of the former RAF site and Heritage Centre could be progressed as effectively as possible. The Working Party has no delegated powers but reports and makes recommendations to this Committee, the Executive or other Committees of the Council as appropriate.
- 3.2 The original Terms of Reference of the Working Party were agreed at their meeting on 25<sup>th</sup> November 1999 (Appendix 1). At the meeting of the Working Party held on 3<sup>rd</sup> November 2011 it was considered by Members that the Terms of Reference needed to be updated. The proposed new Terms of Reference are attached (Appendix 2) for endorsement by this committee.

<b>Non-Applicable Sections:</b>	Policy, Financial, Legal and Personnel implications
Background Documents: (Access via Contact Officer)	