

## APPENDIX 1

### BHTC Bridge-the-Gap Working Group

#### TERMS OF REFERENCE *(draft 1)*

The role of the Working Group is to identify, recommend and then implement measures to help sustain the Burgess Hill town centre economy during its restructuring.

The delay in the regeneration of The Martlets Shopping Centre has already had an adverse impact on footfall in Burgess Hill's town centre and there is a further risk to town centre trade and the viability of local businesses during the two years of building work to be carried out by New River REIT (NRR).

The main tasks of the Working Group will be to work with all stakeholders in the Town Centre economy in developing a 'Bridge-the-Gap' set of key actions that will help support Burgess Hill's town centre economy during this period of change. The stakeholders include independent and chain retailers, their landlords, New River REIT the Martlets site developer, other interested third parties, Burgess Hill Town and Mid Sussex District Councils.

The Group will liaise with the Cabinet Member for Economic Growth to develop in the short term a cross party and multi-agency support to support and help implement the 'Bridge-the-Gap' project.

BHTC will establish the group and provide accommodation and secretariat for its meetings. The group will be chaired by a Town Councillors and hopefully will attract involvement from other Town Councillors on a cross-party basis as well as representatives of the key interest groups.

The initial tasks of the group will be:

- 1) to establish data about the effect to date and forecasts of the impact of the town centre regeneration work on the town centre economy, and any local businesses in need or urgent support;
- 2) to canvass the views of the stakeholders, by interview or survey, about the options we have for action to mitigate the problems identified above;
- 3) to recommend to Town and District Councils a course of immediate and medium term actions together with an estimated cost per activity, with a view of timescale and priority;
- 4) then in short term to implement the actions agreed .

The Working Group will report back to the Strategic Development KAG as appropriate, but as a minimum to each SDKAG meeting.

04 July 19