

1. **Mission Statement of Broomfield House Partnership Board**

- 1.1 The remit of the Broomfield House Partnership Board (BHPB) is to identify and deliver restoration of Broomfield House, Stable Block and Park to provide maximum general public access whilst ensuring the building has a viable use for the future.
- 1.2 Broomfield House, Park and Gardens: The BHPB is to be formed to oversee the development of a Heritage Enterprise Partnership (HEP) application centred on Broomfield House, a Grade II* listed 16th-century manor house in Broomfield Park, Palmers Green.
- 1.3 A broad programme of works is being undertaken to support future management of the house. This includes the commissioning of a Conservation Management Plan, Options Appraisal and developing an associated project plan and timetable to deliver an HLF/HEP application. Necessary actions are also required with regard to the covenant which would enable an HLF/HEP scheme to operate from Broomfield House.
- 1.4 Partnership Board Members to oversee the project planning, ensuring a range of community consultations are undertaken and views are reflected in the submitted documents.
- 1.4 A first round funding application is being submitted to the Heritage Lottery Fund (HLF) by January 2017. If successful, then a second stage application will be developed by the Partnership Board. The Partnership Board will be wound up if the funding bid is not successful

1.5 **Membership of BHPB**

Chairperson – Cllr Bambos Charalambous

Vice Chairperson – Cllr Claire Stewart

- a) Broomfield House Trust – 2 members
- b) Friends of Broomfield Park – 1 member
- c) Conservation Advisory Group – 1 member
- d) The Federation of Enfield Residents' & Allied Associations (FERAA) – 1 member
- e) Broomfield Home-Owners' & Residents' Association (BHORA) – 1 member
- f) English Heritage – 1 member
- g) Enterprise Enfield Enterprise Agency
- h) North London Chamber of Commerce (NLCC)
- i) Love Your Door Step (LYDS)
- j) London Borough of Enfield Officers, or their nominated substitutes:-
 - Project Director – Paul Walker
 - Project Co-ordinator – Christine White
 - Meeting secretary – Sam Abelman
 - Information Coordinator – (Andrew Golder to nominate)
 - Advisory members as required by the Broomfield House Partnership Board

2. Terms of Reference

- a) To make recommendations to the Council in pursuit of an application to the Heritage Lottery Fund / Heritage Enterprise Programme to finance the restoration of Broomfield House, Stable Block and Broomfield Park together with continuing community use of the house.
- b) To agree a project timetable and monitor progress to ensure completion within an agreed time.
- c) To review the Conservation Management Plan and Options Appraisal.
- d) To allocate tasks and responsibilities for the delivery of different aspects of the project, including addressing the covenant.
- e) To consider appropriate channels of communications, including the local press and online media, throughout the work-span of the BHPB.
- f) The Project Board to meet monthly initially until January 2017 until the Stage 1 HLF bid is submitted.
- g) Attendance at meetings. The expectation is that Partnership Board members attend meetings on a regular basis. If this is not possible Partnership Board members to identify a substitute from the group they represent.
- h) The board shall be non voting.
- i) The recommendations of the Board shall be made to the Cabinet Member for approval under the Council's Corporate Governance arrangements.
- j) Members of the Board shall agree to keep confidential and not copy, distribute or otherwise disseminate any documentation provided to the Board without the consent of the full Board.
- k) The Board shall meet at six week intervals, unless otherwise agreed by the Board members.