

Town Centre Regeneration Board

Terms of Reference

Aim:

The aim of the Town Centre Regeneration Board (Board) is to support the identification, development and implementation of projects that will revitalise Penzance town centre

Role:

The primary role of the Board in the short to medium term is to oversee the development and implementation of projects that will utilise remaining funds secured through the Sainsbury's s106, in relation to the following tranches:

- Bus Subsidy
- Parking contribution
- Public realm works
- Town centre events
- Town Centre Coordinator: plus
- Any funds unspent from other tranches of the Sainsbury's s106, which are eligible to be spent on other town centre related projects

To achieve this, the group will:

- Appoint a Town Centre Coordinator
- Agree the work programme for the Town Centre Coordinator and oversee their performance against agreed targets
- Provide support to the Town Centre Coordinator, in the form of background information and local context, where necessary, in their identification of projects and how they should be implemented
- Decide how the tranches of money from the Sainsbury s106, as set out above, should be spent
- To review progress on the delivery of the agreed projects, which will include ensuring the projects are implemented in accordance with the project proposal that was ratified by Cornwall Council
- To oversee the development of additional town centre projects that could be delivered, as a result of the re-allocation of Sainsbury s106 money from other tranches, as permitted within the s106 agreement

In the medium term the group can also provide a supporting role to the development of other town centre related projects, such as: schemes seeking funding from the new European Structural Fund; providing support, when sought, relating to Penzance Business Improvement District projects; plus other town centre initiatives and the Penzance Neighbourhood Plan.

Delegates:

Penzance Town Council	2 delegates
Penzance Chamber of Commerce	2 delegates
Penzance Business Improvement District	2 delegates
Cornwall Councillor for Penzance Central	1 delegate
Cornwall Councillor for Penzance Promenade	1 delegate
Cornwall Councillor for Penzance East	1 delegate
Cornwall Councillor for Gulval & Heamoor	1 delegate
Cornwall Councillor for Newlyn & Mousehole	1 delegate
TOTAL	11 delegates

The Clerk of Penzance Town Council will also be invited to attend meetings, s/he will take minutes, but will not have voting rights.

It is expected that each delegate will have delegated authority to vote on proposals on behalf of their respective organisation.

Chair

A chairperson will be elected from the delegates listed previously. The chairperson will have a 12 month term, after which a new chair will be elected.

Voting procedures

- Each delegate will have equal voting rights
- 6 or more delegates will need to be present to be quorate
- A majority of delegates in attendance are required to vote in favour of a recommendation for it to be passed
- In the event the vote is tied, the chair person will have the casting vote

Compliance

It is the responsibility of the Town Centre Regeneration Board to ensure no Sainsbury's s106 funds are committed to projects until Cornwall Council has transferred the necessary funds to Penzance Town Council, or their nominated agent.

To enable the transfer of funds, ratification of how a tranche of funds will be spent needs to be secured from Cornwall Council in writing. As a result, once the Board has agreed how a tranche of money will be spent (in accordance with the voting procedures set out above), the Board will ensure these details, in the form of a Project Proposal, are submitted to Cornwall Council's Planning Obligations Officer. The officer will appraise the Project Proposal on the grounds of its compliance with the terms of the Sainsbury's s106 agreement. If it is deemed that the proposal fits within the terms of the Sainsbury s106, the proposal will be ratified

Frequency of meeting:

Frequency of meetings will be set by the chair, in consultation with other delegates.

Record Keeping & Confidentiality:

A record of decisions made by the group will be kept by Penzance Town Council.

Information discussed within the meetings, together with other correspondence relating to the group and its activity, will not be deemed confidential, unless specified by the individual concerned.