

## **HAYLE AREA PLAN PARTNERSHIP MANAGEMENT TEAM**

### **Constitution, Membership and Terms of Reference**

#### **1. Introduction**

- 1.1 This document sets out the framework for the operation of the Hayle Area Plan Partnership Management Team. (The Management Team) The role of the Management Team is to co-ordinate and provide strategic guidance on the regeneration of the Hayle area through the development and implementation of the Hayle Area Plan 2025 (Market and Coastal Town Initiative). The team will also guide the development of the Hayle Area Action Plan (Sustainable Development)

#### **2. Scope**

- 2.1 The scope of the Management Team is to drive forward the regeneration of the Hayle Area in a holistic manner by co-ordinating and linking the various regeneration activities/projects and partnerships(including the Harbour) to ensure that they are complementary and sustainable. They will be responsible for ensuring that the Community, through the mechanism of the Delivery Groups, have the support and resources they need to develop initiatives and project ideas.

#### **3. Membership, Roles and Responsibilities of the Management Team**

- 3.1 The Management Team will manage the regeneration programme and ensure that all relevant interests within the Parent organisations and the community are appropriately represented.
- 3.2 The Management Team will be as follows::

##### **Chairman**

- **Matt Barton - Head of Sustainable Development and Improvement** will act as Management Team Chairman and will have overall responsibility for ensuring that the business of the Team is managed effectively.

##### **Hayle Area Plan Partnership Management Team**

The Management Team shall consist of the following members:

- All Councillors representing the following district council wards:
  - Hayle South
  - Gwinear, Gwithian and Hayle East
  - Hayle North
  - St Erth and St Hilary
- Two representatives from Hayle Town Council

- One representative from:  
Gwithian-Gwinear Parish Council  
St Erth Parish Council.
  - The Hayle Development Manager – to be appointed  
He/she will represent the community led Delivery Groups.
- 3.3 Where appropriate, Parish and Town Councils will provide a suitable substitute for any meeting they are unable to attend.
- 3.4 Decisions of the Management Team will be made by consensus (where possible). Where a consensus view has not been reached, a range of possible options can be presented to the relevant Delivery Group.
- 3.5 The Management Team will be supported by the following officers:

Penwith District Council.

- The Chief Executive
- Head of Housing, Health and Community Safety
- Head of Sustainable Development and Improvement (Chairman)
- Sustainable Development and Design Manager
- Sustainable Development Policy Officer
- Legal and Democratic Manager
- Regeneration Manager
- Community Regeneration Manager
- Regeneration Officer
- Capital Programme Manager
- Committee Manager

Cornwall County Council

TBC

South West of England Regional Development Agency

TBC

- 3.6 News Updates will be communicated through the relevant public media including press, web-sites and newsletters. Copies of the minutes will be sent to the Chairmen of Delivery Groups and to the Clerks of Hayle Town Council, Gwinear-Gwithian and St Erth Parish Councils.

#### **4. Terms of Reference**

The Management Team will:

- co-ordinate public involvement and consultation for all relevant policies and schemes.
- ensure that the Community Delivery Groups have the resources and support they need to develop their initiatives and project ideas.
- monitor progress to ensure that standards are adhered to, that projects have been set up correctly and are being managed and supported as advised by the Management Team.

#### **5. Management Team Meetings**

- 5.1 Where possible meetings of the Management Team will take place in line with the Council's meeting cycle. They will meet at least once every six weeks.
- 5.2 Additional meetings may be held as required, in line with normal meeting procedure.
- 5.3 Matters of routine business may be undertaken outside of the meeting by email or correspondence to involve all officers and Members.
- 5.4 The quorum of the Management Team will be four with at least one representative from the Town and Parish Councils.
- 5.5 Representatives of Delivery Groups and other groups may be invited to attend meetings on an ad-hoc basis to provide relevant information/presentations. Members of the Delivery Groups will have access to the Management Team at any time.
- 5.6 Any matters arising that require additional information to inform a decision may be delegated to a smaller working group as selected by the Management Team.
- 5.7 Status and financial reports shall be provided one week before regular Management Team meetings from nominated officers.