

Town Centre Management Groups

Terms Of Reference

Primary Purpose

Town Centre Management Groups will operate in Bargoed, Blackwood, Caerphilly, Newbridge, Risca and Ystrad Mynach, as consultative forums for all stakeholders with an interest in the economic, physical and social well-being of the Town Centres. The Town Centre Management Group for each Town Centre shall consider matters pertinent to the Principal Town Centre Retail Area for each team as stipulated in the Council's Local Development Plan. The Group does not have any decision making powers, but may make recommendations.

Each Town Centre Management Group will:-

- Maintain a dialogue between Council representatives and key stakeholders in the Town Centre. Acting as the link between the services provided by the Council and the Town Centre community.
- Influence and monitor the future development of the Town Centre.
- Support regeneration initiatives which may impact upon the Town Centre.
- Contribute to the preparation of action plans for the Town Centre.
- Consider operational issues that may affect the day to day running of the Town Centre.

Membership

- Caerphilly County Borough Council (the Cabinet Member for Regeneration, Planning and Sustainable Development and Local Ward Members, as detailed in the attached Appendix).
- Police.
- Chamber of trade and representatives of other retail groups.
- Community/Town Council.
- Shopping Centre Managers (where they exist).
- Civic Society/Conservation Group (where they exist).
- Other constituted organisations recognised by CCBC as being stakeholders in the Town Centre.

All of the above organisations (except CCBC and the Community/Town Council) shall name a person who will represent the organisation on the Town Centre Management Group. In addition they may appoint a named deputy to attend the meetings in the absence of their nominated representative. The name of the representative and deputy must be indicated at the same time that an organisation joins the Town Centre Management Group. If the organisation wishes to change either their representative or the deputy, CCBC must be provided with the new details in writing (addressed to the Town Centre Development Manager) at least fourteen days before the date of a Town Centre Management Group meeting. Each organisation will have one vote.

The Community/Town council will be able to send two Members to each meeting of the Town Centre Management Group. Each member will have one vote, but will not be permitted to send a deputy.

The Cabinet Member for Regeneration, Planning and Sustainable Development and the Local Ward Members will not be permitted to send a deputy. Each Member will have one vote.

Voting

On occasions when the Chair of the Group deems a vote is necessary, only organisations that belong to the Group may vote. Each organisation will have one vote, as will the Cabinet Member and each Local Member present. The Community/Town Council are able to send two Members, each having one vote. In the event of a tie, the Chair will have a casting vote.

Office Support

The Town Centre Management Group will be supported by CCCB's Group Manager Business Enterprise Support Team and the Town Centre Development Manager. Other CCBC Officers will attend, as necessary, depending on the agenda.

Chairman

The Chairman will be selected from those County Borough Councillors who are eligible to attend. Each County Borough Councillor will have one vote when selecting the Chair. In addition, the Cabinet Member will be entitled to vote, in the event of a tie the Cabinet Member will have the casting vote. The selection of a Chairman will take place in May and run for a period of twelve months. An existing Chairman may stand for re-election.

Frequency

Meetings will take place on a quarterly basis, and on occasions when the Cabinet Member for Regeneration, Planning and Sustainable Development deems appropriate.

Agendas

It will be the responsibility of the Group Manager Business Enterprise Support Team/Town Centre Development Manager to agree the agenda in consultation with the respective Town Centre Management group Chairman. There will be no AOBs on the agenda. CCBC Officers, from relevant Services Areas will attend meetings to advise on relevant agenda items. Any member of the Town Centre Management Group wishing for an item to be placed on the agenda, should send the request by e-mail, or in writing to the Town Centre Development Manager, no later than fourteen days before the date of the meeting.

Reporting Mechanism

Minutes of each of the Groups will be submitted to the Regeneration and Environment Scrutiny Committee, as the relevant Committee with responsibility for Town and Village Centres. Any matter requiring a decision will then be reported to Cabinet.