

Lostwithiel Town Team

Constitution and Terms of Reference

Background

On 12 February 2020 Cornwall Council approved a Place Policy and setup a £4 million Town Centre Revitalisation Fund (TCRF). This funding was to support towns in Cornwall to develop investment proposals. It was in response to the Vitality of Towns Inquiry which concluded in September 2019. This identified a set of recommendations to support towns.

The Town Vitality Fund was the first strand of TCRF funding offering £1 million to towns. The primary aim was to help revitalise town centres and high streets. Town centres are recognised as important places to do business and to meet/socialise. The funding is to ensure that town centres continue to be vibrant places and in order to facilitate as many towns as possible could receive support, Cornwall Council subsequently increased the budget to £1,450,000.

In Lostwithiel a designated Town Team working under the umbrella of the Town Council's Heritage Buildings Committee drafted two bids to this project. The Town Council endorsed the drafted bids and they were submitted to Cornwall Council in April 2021. In June 2021 the Town Team was delighted to hear that both bids had been successful

The current membership of the Town Team is drawn from the Town Council, the Lostwithiel Business Group, Lostwithiel Museum, Lostwithiel Community Centre, Lostwithiel Environment Action Forum, Really Lovely Projects CIC, and Lostwithiel Transport Users Group. The Town Team has drawn on work undertaken by the Council and the constituent organisations over the last six years and has engaged with the local community to devise a project that meets the aims and aspirations of stakeholders within the remit of the Town Vitality Fund.

The Town Team is independent of Lostwithiel Town Council but will support the Council in implementing the projects awarded under the Cornwall Council Vitality Fund: PJA 'Sustainable Traffic and Travel Plan for Lostwithiel' and Hayhurst and Co., 'Demand Study and Options Appraisal', both dated May 2023. These Reports and this role for the Town Team were endorsed by a meeting of Lostwithiel Town Council on 16th May 2023.

Aim & Role

The Aim of the Town Team is to deliver a strategy for the revitalisation of Lostwithiel Town centre and to develop ideas and projects aimed at the enhancement and development of Lostwithiel as a vibrant community and destination. The Town Team will be the driver of positive change in Lostwithiel and will provide strategic direction and leadership.

It is anticipated that the strategy for the two principal projects will be multi-faceted. It is well-known that the economy of the town is being constrained by the lack of parking; the public realm and historic environment of the town are being ruined by the impacts of too many vehicles; and, that opportunities for active travel and other sustainable modes of transport are limited." Therefore, a greener more sustainable traffic and transport plan needs to be

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devised for Lostwithiel and the Town Team will drive forward the delivery of this plan. Additionally, the Town Team will work to revitalise the town centre by finding routes to utilise the Town Council owned Heritage Buildings to their full potential. The Town Team will cooperate with the Town Council to implement these projects.

The Town Team will undertake its work in a democratic, transparent and fair fashion, encouraging widespread engagement and giving equal consideration to opinions and ideas from all members of the community in order to achieve the vision of a comprehensive and holistic 'place-making' implementation of the Reports. The aim of the Town Team is to ensure the continuing viability of the town centre, its businesses, and its heritage buildings under Council ownership (Guildhall, Edgcumbe House and Taprell House), to facilitate improvements to the roads, parking, and pedestrian areas that are safe and environmentally sustainable, and that provide for residents and visitors alike a lively community that respects and enjoys its Cornish culture, traditions and way of life.

Principal Tasks

In its work on the two projects, the Team will:

- a) Undertake research and evidence gathering to assist the Town Council in driving forward the findings of both reports listed.
- b) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced.
- c) Help to identify potential sources of project funding that will promote the overall project and fit the key aims and objectives of the funders.
- d) Ensure that the Council is kept fully informed throughout the process including regular written updates to Council which may include projected timelines for the project and funding bids.

The team will also:

- e) Develop projects and ideas that will enhance the infrastructure and way of life of those living in and visiting Lostwithiel.
- f) Work with the Town Council and other stakeholders to progress these ideas.
- g) Be responsive to the needs of the community in all matters.

Membership

Membership of the Town Team is open to anyone who supports the aims of the two projects and would like to shape the future of Lostwithiel. The current Town Team is particularly interested in broadening the age range of the group and would welcome applications from

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younger people. Lostwithiel Town Council may nominate up to three Councillors to sit as members of the Team. Additional Councillors are welcome to join in a personal capacity.

Chair & Vice Chair

The roles of Chair and Secretary of the Town Team will be filled by any Member of the Town Team who accepts a nomination and receives the majority support of the remaining members of the Team.

Voting & Quorum

The Town Team shall be quorate when at least four Members are present. All Members of the Town Team will have a vote, in the event of an equal vote the Town Team Chair will have a casting vote.

Frequency of Meetings

Meetings of the Team will be held as necessary. They may occasionally be held in public, wherever appropriate to ensure accountability to the wider community. The Town Team may organise occasional public events for the purpose of information sharing and consultation.

Accountable Body

The Town Team is responsible to the wider community and reports cooperatively to the Town Council. It receives no funding from the Town Council and will secure its own administrative costs through grant funding. In the absence of grant funding, the Town Team may request *ad hoc* support (financial and direct – e.g., room use and hire, printing and copying) from the Town Council.

The Town Team will make recommendations to Lostwithiel Town Council on any specific work activity requiring release of any project funding made to the Council.

Record Keeping & Confidentially

Notes will be kept of all meetings and all action points will be kept under review by the Town Team. Summaries of work will be published in the Community Newsletter, social media, any website managed by the Town Team, and such other sources as will inform the wider public.

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Conduct & Conflicts of Interest

While members may be members of the Town Council or other local groups, they must speak and act as individuals in all matters related to the work of the Town Team and may be empowered to speak on behalf of the Town Team when necessary.

No member of the Town Team may speak or act, or appear to speak or act, on behalf of Lostwithiel Town Council.

Dissolution

It is anticipated that the Town Team will be a cornerstone towards the delivery of economic prosperity in Lostwithiel Town Centre. If the membership considers dissolution appropriate, they will notify the Town Council.

Review of Terms of Reference

These Terms of Reference may be reviewed whenever considered appropriate.

Reviewed 8th November 2023



Michelle Nineham, Chair