

Helston Place Shaping Board Terms of Reference

Definitions of terms used within this document:

Place Shaping

Place-shaping is a collaborative process which aims to create sustainable, well-designed communities where healthy behaviours are the norm and which provide a sense of belonging and safety, a sense of identity and a sense of community. It is also a means of shaping local services, infrastructure and the economy through the application of knowledge about what creates good health, improved productivity and benefit to the economy and community.

Helston Place Shaping Board or the Board

Is the organisation defined within this document formed with the intention of developing and delivering a Place Shaping Plan for Helston.

Helston Place Shaping Plan or the Plan

Is the programme of projects which form the strategy of the Place Shaping Board and which together will deliver improvement in the vitality, economy and environment within Helston town centre.

Investment Plan

Is the financial overview contained within the Place Shaping Plan defining, as completely as possible from time to time, the overall capital and revenue funding required to implement to Plan.

Terms of Reference

1. Establishment

Helston CIC and Helston Town Council, in consultation with Cornwall Council have agreed to form a Place Shaping Board to take forward projects that will improve the vitality, economy and environment of Helston town centre. These projects are defined within the Helston Place Shaping Plan.

The Board shall consist of representatives from the public, voluntary, residents and private/third sector organisations with an active interest in community regeneration in the Helston Town Centre area shown in the map in Appendix 1. The Board is formed to seek funding for a programme of projects and (if successful) oversee delivery of such a programme in the area.

Note that the geography of projects may extend outside of the Town Centre area but must have a clear and defined benefit within the area.

The Board acknowledges that the projects identified in the Place Shaping Plan, although separate, are interdependent but are likely to be delivered on their own timescales dependent on funding, planning permission and other controls.

2. Role of the Place Shaping Board

The role of the Place Shaping Board is to manage the definition of the Place Shaping Plan and oversee its implementation. In doing so it:-

- Ensures that the elements of the Place Shaping Plan are coordinated to achieve maximum benefit with a broad and positive impact for the town.
- Provides the strategic overview as the Place Shaping Plan develops and is implemented.
- Supervises the overall Investment Plan.
- Coordinates consultations with the public, community groups and representative bodies within the town (note that an on-line consultation platform is under development to ensure broad public consultations can be achieved).
- Ensures that key town commitments (eg. the Helston Climate Action Plan) are supported by and embodied into all elements of the Plan.
- Defines and manages clearly defined processes for the documentation, evaluation and progress reporting for all projects.
- Periodically presents updates on Place Shaping progress to CC, HTC and more widely to the community.

The Helston Place Shaping Board will be empowered to make all the necessary decisions relating to the Helston Place Shaping Plan and any funding received to support all or part of the Plan.

3. Representation, Membership and Role of Members

The Helston Place Shaping Board shall be composed as follows:-

- Cornwall Council Community Link Officer - Meeting Facilitator (non-voting).
- Helston Town Council Projects Officer (non-voting).
- Meeting Secretary (non-voting).
- Cornwall Councillors representing Helston (2).
- Helston Town Council representative (1).
- Volunteers/Representatives of Community Groups (2 or 3).
- Business/Third Sector representatives (2 or 3).
- Residents (2 or 3).

Representatives who serve on the Place Shaping Board in a voting capacity will be from named bodies, organisations, residents and businesses with an interest in stimulating the economy and improving quality of life in Helston.

The membership itself and the balance of members from different sectors (public/private/voluntary/residents) will reflect the guidance given by Cornwall Council and other such funders and no single sector will have more than 49% of the

voting rights. Individuals can also join where agreed by the Place Shaping Board where they contribute relevant skills, experience or expertise required. It is anticipated that the total number of voting members will not number less than 12 but they will evolve to ensure there is democratic accountability across the area. The members of the Helston Place Shaping Board are detailed in a separate document.

Cornwall Councillors and Town and Parish Councillors who represent their authorities can only be members of the Board in this capacity and cannot represent private and/or community organisations in which they are involved.

As the number of projects and associated workload increases, the number of Board members can increase but representation should follow the guidelines outlined within this document.

The Board members should be committed to implementing the objectives of the Place Shaping Plan and to developing fully evidenced project which will then be submitted to relevant funding bodies. They should be prepared to act as a focal point for consultations, to oversee delivery across the area and ensure that implementation of the Plan is undertaken in a co-ordinated way. Board members will act as ambassadors for and actively promote the Place Shaping Plan in a professional manner.

Board membership should therefore be considered as a 'working' role with members taking actions which support the successful implementation of Place Shaping projects.

If a representative of an organisation resigns from that organisation, they resign from being the named representative on the Place Shaping Board. The organisation will then be invited to nominate a new representative.

Membership will be kept under review and will be formally reviewed on an annual basis. In reviewing membership, the Board will assess and take recognition of the involvement of its representatives in other related organisations and groups.

In addition, the Board may co-opt additional representatives at any time during the year to further the interests of the work being undertaken. Normally these representatives would be non-voting. However, the Board may decide in certain circumstances these individuals should have voting rights. The reasons for this decision should be clearly laid out in the minutes of the meeting.

Should any representative miss three consecutive meetings without sending comments the Board will consider whether that representative should be asked for a written explanation, which will be formally reviewed by the Board and a decision made as to whether a request is submitted to the organisation, requesting alternative representation or a termination of the membership.

4. Proxies to Meetings

Members of the Board may nominate a named substitute to attend meetings when they are not able to attend themselves.

5. Meetings

The Helston Place Shaping Board shall hold at least four meetings in every year for the transaction of general business and may hold such other meetings as they shall find necessary or convenient.

Meetings will be facilitated by the Cornwall Council Community Link Officer (the 'Facilitator'). Agenda items must be received by the Facilitator at least five working days prior to the next scheduled meeting. The Board meeting agenda, with relevant papers attached as necessary, will be circulated by the Facilitator at least three working days prior to the next scheduled meeting.

Minutes of meetings will be prepared by the Meetings Secretary, including attachments, and shall be circulated to members no later than five working days following each meeting. Within ten working days following each meeting and subject to no errors being immediately identified by the members, the meeting minutes will be published on line.

Matters arising from the meetings which have been actioned prior to the next meeting will be recorded by the Facilitator and forwarded to members at least three days prior to the next meeting.

Matters arising from previous meetings which have not already been dealt with will continue to be raised at subsequent meetings until they have been addressed to the satisfaction of the Board, or are no longer relevant.

The notes of meetings, incorporating any amendments as agreed, will be approved by the Board (if quorate) at a subsequent meeting and agreed as a true record of the meeting.

The notes of each meeting will be stored electronically by all members.

6. Quoracy and Decision Making in Meetings

For a meeting of the Helston Place Shaping Board to be quorate there must be present no less than nine of the representatives entitled to vote and this can be in person or by tele/video conferencing. The requirement for no single sector having more than 49% of the voting rights is applicable at the point of a vote/decision.

Most decisions at a meeting of the Board shall be reached by a consensus rather than a voting procedure. Formal Voting (i.e. proposal, seconder and vote) will be needed on decisions that commit to financial matters (e.g. agreeing to contract with external suppliers and agreeing to sign up to any general funding (ie. funding which supports

more than one single project within the Place Shaping Plan)) and beyond that only in exceptional circumstances.

When voting takes place there will be an equality of votes amongst those representatives present and in the case of a tied vote on any matter, the Chair or person presiding at the meeting shall have a second or casting vote.

Members may bring supporting advisers to the meeting at the discretion of the Chair.

A full record of those present at the meeting and of the representatives sending in apologies of absence shall be recorded in the minutes. The minutes of every meeting of Helston Place Shaping Board shall be drawn up by the Secretary to the Board and shall be approved by the Board and when approved, signed by the Chair at the next meeting.

Each representative of Board shall be permitted to: -

- Send to the Facilitator not less than seven days prior to the date of the meeting a statement of any matter that they may wish to include in the agenda.
- Receive copies of the agenda and accompanying papers five days prior to the date of the meeting, unless there is some particular urgency when a lesser period may be given.
- Items may be tabled for information purposes only.
- Verbal reports for information only will be accepted.

7. Special Meetings

Any three representatives of the Board can call for a special meeting. Such a request, made to the Facilitator, must set forth the nature of the matter requiring consideration and the notices summoning such meetings shall contain details of the matter to be discussed. The meeting must take place within 14 days of its notification.

8. Written and Virtual Procedures

Decisions can be made by written procedures (eg. e-mail) or virtual (eg. on-line audio-visual means such as Zoom, Microsoft Teams or teleconferencing), such procedures to be agreed by the Board but which reflect the principles of this constitution. In the case of written procedures a deadline for response will be given, the decisions will be binding, and they will be reported to the next convened meeting of the Board.

9. Conflicts of Interest and Confidentiality

When accepting membership of the Board each representative must complete a register of interests and accept the membership code of conduct, which shall be kept by the Meetings Secretary and be open to inspection by any representative of the Board. This register of interests must also be completed by any officer contributing to the work of the Board.

In the spirit of openness, interests must be declared where appropriate. Those declaring an interest will be asked to leave the room and shall take no part in the discussion or the voting thereon. However, the Board, if appropriate, can invite the interested party to provide factual information before the discussion begins. As a minimum the register must be updated annually, but each member should ensure that it is updated as necessary if any changes occur during the year.

All members should respect the confidential nature of some aspects of the activity undertaken by the Board and must adhere to the membership code of conduct.

10. Appointment of Chair and Vice Chair

The Board shall appoint at its first formal meeting and thereafter annually a Chair and a Vice-Chair for the ensuing year. Election of these posts will occur every 12 months and the Chair and Vice-Chair will not be from the same sector represented within the Board.

The Chair and Vice Chair will act in the best interests of the Board as a whole. The Chair shall conduct the meetings and perform other duties as determined by the Board and formally agreed at a meeting. If the Chair is absent, the Vice Chair will take on the roles undertaken normally by the Chair. In the absence of both the Chair and Vice Chair, a meeting Chair will be elected for that meeting from the voting members present.

If the Chair resigns during the year, the Vice Chair will become Interim Chair and an interim Vice Chair will be nominated by the Board until the formal elections are held.

If the Vice Chair indicates they do not wish to become the Interim Chair, then the Board will nominate an interim Chair until the formal elections are held. If the Vice Chair resigns during the year, an interim Vice Chair will be nominated by the Board until the formal elections are held.

11. Supporting Arrangements

Provision is made to establish sub groups of the Board to facilitate quick decision making and engagement of relevant specialists. The terms of reference, functions and membership of any such sub groups are to be formally agreed by the Board prior to their creation.

Any groups established whilst having their own terms of reference are expected to operate within the remit of this constitution and shall refer back to the Board for any decision requiring a vote within the Board.

12. Amendments to the Terms of Reference

The terms of reference shall be open to review at any time, but any amendment shall not be made unless agreed by a three quarters majority of representatives present that are entitled to vote. Notes of such proposed amendments shall be provided to representatives of the Board at least 14 days before the meeting.

13. Dissolution

The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special Meeting.

Terms of Reference agreed at the meeting on:

Signed:

Position: Chair of Helston Place Shaping Board

Date:

Appendix 1:

Area covered by the Helston Place Shaping Board

Area identified within the blue Town Centre Boundary line

