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TERMS OF REFERENCE – ECONOMIC REGENERATION WORKING PARTY

Date adopted:	23 August 2022	Assigned officer:	Project Officer
Review date:		Members (Cllr):	Lovell, Berkeley, Roth, Ducker, Brittain, Makin, Nicklin
Parent Committee:	Town Development and Planning	Members (other):	
Dissolution:	On completion of adopted plan	Budget:	£5000

Version Control

Version	Date	Author	Rationale/Detail
0.1	23/8/2022	Town Clerk	
0.2	2/10/2022	Town Clerk	Remove Cllr Harrison as per his email of 2/10/22
0.3	21/06/2023	Project Officer	Remit extended as per FC 20/6/23; changed assigned officer

Purpose

This working party (WP) will focus on encouraging economic regeneration in Shepton Mallet as per the Economic Regeneration strategy adopted by the Town Council on 20 June 2023.. It will consist of elected officers, members of the public and be supported by the Project Officer.

Currently there is an acceleration of small businesses closing or moving to other towns. This is evident in the High Street and leads to a negative image of the town, a poorer tourism offer and a reduced footfall for remaining businesses. Historically, buildings have been in the hands of a limited number of owners who can

control rents where units are for rent. Shepton Mallet has a number of iconic buildings, some linked to its thriving industrial past. This heritage is clearly not being exploited to both support economic growth and leverage grants and other funding. In other buildings agreed development has been halted. Understanding the issues and finding solutions in partnership would be to the town's benefit.

In all instances we should be focusing on facilitating and enabling conversations between businesses to support the regeneration of the town for everyone's benefit. To this end, the working party will support the creation of a forum (working title: Shepton Business) bringing together business owners, landlords, local residents and other key stakeholders with the following objectives:

- Create a directory of local businesses hosted on Hello Shepton
- Information sharing about local agencies and how they help
- Networking and issue raising
- Hosting business courses and talks
- Provide access to town and county council
- Information sharing and advance notice of plans and events in town

The working party will make recommendations to its parent committee or Full Council as appropriate, in order to deliver on the objectives of the Economic Regeneration strategy. In the first instance it will make sue the of £5000 budget available to it and where necessary any additional funds will be requested to Full Council.

The Council will review the working party's progress at the Annual Council Meeting in May 2024 and consider any amendments to its remit and terms of reference.

To explore and make recommendations on the delivery of the Town Council's economic regeneration strategy, including Shepton Business.

Membership

Quorum: 3

The Working Party shall have no fewer than three councillors and 1 assigned officer.

Membership may include members of the community and subject matter experts.

Membership will be reviewed annually in May and at any other time deemed appropriate by either the parent committee or Full Council.

Meeting Frequency and Administration

The working party will meet in person and or online as required. Any member of the working party may contact the relevant officer to request a meeting with no less than 7 days notice. (Urgent meetings may be called at

shorter notice by the officer if required).

The assigned officer will issue an agenda which will include date, time, location and discussion points for each meeting and brief notes and action points within 3 working days after the meeting.

Members of the working group will be required to carry out their own assigned actions and report back to the next meeting.

Delegated Responsibility

The assigned officer is delegated by Shepton Mallet Town Council to carry out the decisions made by the working party regarding:

- Arranging meetings for the working group and with outside agencies
- Undertaking small scale research/ data analysis that supports the understanding and decision making of the working group

Referred Business

The working party will consider and make recommendations to the parent committee or the Full Town Council on the following matters:

- Any matter that is considered a variation from the intended purpose
- Any expenditure that is outside the budget allocated
- Any other matters as determined by the assigned officer.