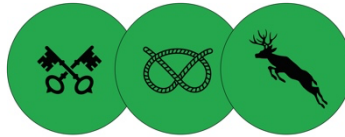


Hednesford Town Council



Gateway to the Chase

9 June 2021

Dear Councillor,

A Meeting of the Regeneration & Community Committee will be held at **7:00 pm** on **Tuesday 15 June 2021** at Pye Green Community Centre. Please note the return to face to face meetings for Councillors.

Members of the public can join the Zoom link to observe the meeting and ask any questions in the public participation section of the meeting.

Zoom Meeting online link:

<https://us02web.zoom.us/j/87340848091?pwd=NW5ESjhHYTJWRS9uTmRGMIU5QzJqQT09>

Meeting ID: 873 4084 8091

Passcode: 580068

You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely

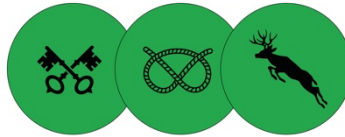
Michelle Baker  
Operations & Regeneration Manager

#### PUBLIC PARTICIPATION

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present) .

Hednesford Town Council



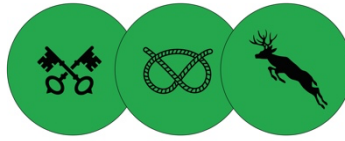
Gateway to the Chase

## **AGENDA**

### **Regeneration and Community Committee 15 June 2021**

- 1. Welcome from Chair and apologies**
- 2. Approve meeting minutes (see attached page 3)**
- 3. Review of (draft) Regeneration and Community Committee Terms of Reference (see attached pages 4-7) in advance of Full Council meeting**
- 4. Operations and Regeneration Manager update**
- 5. Community Officer update**
- 6. Private business (closed to the public)**

Hednesford Town Council



Gateway to the Chase

**Minutes of the Meeting  
Tuesday 18<sup>th</sup> May 2021, 7pm  
Pye Green Community Centre, Bradbury Lane, Hednesford**

Meeting held in person and broadcast online via Zoom for the public and shared to the Hednesford Town Council Facebook page.

**Regeneration and Community Committee Meeting**

Attendees (in alphabetical order):

Cllr Emma Hunneyball, Cllr Kathryn Downs, Cllr Mandy Dunnett, Cllr Paul Woodhead, Cllr Sharon Jagger, Laura Dunning Community Officer, Michelle Baker Operations and Regeneration Manager

Members of the public: none

Meeting notes:

- 1) PW provided an overview of the purpose of the Regeneration and Community Committee which will meet on the third Tuesday of every month and will provide staff with support and guidance as well as an open forum to discuss priorities and workload.
- 2) MB discussed her work tracker.
- 3) LD discussed her work tracker.
- 4) PW said he would go through the work trackers and ensure they are aligned with the Council's vision.
- 5) KD said it would be useful if the committee had specific aims and objectives.
- 6) PW suggested that future Committee meetings should focus on an Officers top 3 priorities or an obstacle they seek guidance to keep the meetings within the one-hour time allocated.
- 7) No formal business, decisions nor recommendations were made as the committee does not have a terms of reference in place yet.



## Regeneration and Community Committee – Terms of Reference

The Council has appointed Committees to carry out some of its functions.

Committees have the power to appoint sub-committees, working parties or advisory groups for specific purposes who report back to the Committee.

Each Committee has its own Terms of Reference and is able to take decisions within the limits given to it. Anything falling beyond those limits must be referred to full Council.

In general, Committees are responsible for advising on, monitoring, and reviewing their areas of responsibility, and working up proposals for the future.

The Clerk / Proper Officer will attend all Committee meetings and will be able to advise Councillors generally, including on whether a decision can be taken by the Committee or whether it needs to be referred to the full Council.

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### 1. Purpose and Remit of the Committee

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The Committee will steer the delivery of regeneration and community projects and tasks in Hednesford under the authority of Hednesford Town Council.

The Committee will provide the main link between Council Officers and Hednesford Town Council and will benchmark and review progress on projects and objectives, providing due diligence and recommendations to full Council as required.

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### 2. Membership of the Regeneration and Community Committee

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Committee Members and Chair are to be elected at Full Council only.

Committee Membership:

Maximum: 5 Councillors plus Officers

Minimum: 3 Councillors plus Officers

Quorum: 3 Councillors plus Officers

Non-voting attendees can join a Committee meeting by invitation only, at the discretion of the Committee Chair.

Meetings of this Committee shall be called and minutes taken in accordance with Hednesford Town Council Standing Orders and the meetings shall be open to the public but closed for confidential matters to be discussed.

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### 3. Aims and Objectives

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To prioritise, review and oversee the progress and delivery of:

#### Regeneration

1. Enhancing the core of Hednesford town centre to enable it to function as a vibrant and viable centre for local shopping, professional services and leisure uses including eating / drinking and socialising.
2. Raising the profile of the town centre through the Visit Hednesford brand and repositioning Hednesford as a destination town through a programme of events and activities to boost footfall.
3. Creating and delivering an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
4. Promoting events which attract visitors to the Town and boost the local economy.
5. Developing use of the Council website and other forms of social media to publicise and promote events, community activities and tourism across the town to both residents and the wider community.
6. Using the opportunities provided by the events programme to raise the profile of the town as a tourist destination to ensure the benefits of our rich cultural heritage are fully maximised.
7. Coordinating entries to any national or regional competitions.
8. Considering all applications for the annual Council Business and / or Community Grants.
9. Reviewing the Council's Christmas Lighting provision and contracts.
10. Reviewing market provision in Hednesford and encouraging and promoting the delivery of markets in Hednesford.
11. Working collaboratively with the local Police, District and County Councils, where appropriate, to ensure that the community of Hednesford remains a safe place to live, work and visit.
12. Developing areas of underused and unattractive land and improving links between the town centre, Victoria Shopping Park, Hednesford Park and Hednesford Hills and other attractions and points of interest.
13. Identifying void and vacant units and communicating with landlords on prospective tenants and uses.
14. Working to ensure Hednesford is a cleaner and greener town and deliver the Council objectives of Zero Carbon by 2030 with partners
15. Reviewing signage and key gateways to Hednesford.
16. Supporting local businesses and raising their profile to enable businesses to thrive by encouraging the community to support and shop local.
17. Establishing a Business Forum to connect local businesses and sharing information and ideas so that there is a business-led and supported approach.
18. Building and maintaining excellent relationships with businesses in Hednesford.
19. Creating, designing and reviewing publications relating to Events, including but not limited to: a Town Events Guide.
20. Make representation at AONB meetings or other such organisations, bodies and committees working to improve Cannock Chase

21. Forge and maintain links with organisations to “put the town on the map” such as Historic England, regional and national tourist bodies, regional and national sporting, social or cultural events etc.
22. Review and work to the objectives and vision of the Hednesford Neighbourhood Plan.

## Community

1. Supporting and connecting community groups and organisations across Hednesford.
2. Establishing a Community Forum to better connect groups and organisations.
3. Maintaining regular community engagement through face to face and virtual meetings and participation in events.
4. Building and maintaining excellent relationships with communities in Hednesford.
5. Proactively reviewing the programme of community activities to highlight gaps in coverage to different communities.
6. Identifying required community tools and facilities.
7. Reinvigorating existing community activities where required.
8. Encouraging and promoting direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.
9. Encouraging and facilitating any opportunities to develop further the cultural, educational and social life of Hednesford’s residents.
10. Creating, designing and reviewing publications relating to Community and Events, including but not limited to: a Community Newsletter and a new residents Welcome Pack.
11. Encouraging young people to take an active interest in their community and getting involved in local democracy through a Youth Council.

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### 4. Roles and Responsibilities of the Committee

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1. Devise and deliver a strategic plan for Town Regeneration and Community Engagement for approval by the full Council in association with Officers including timeframes, priorities and resources including recommendations against the annual Council Budget.
2. Oversee the workplan trackers with staff to manage the delivery of the strategic plan.
3. Project direction and steer project delivery against agreed timescales.
4. Assign individual project leads as necessary.
5. Ensure and oversee business and community engagement via Officers.
6. Ensure and oversee project delivery via Officers.
7. Provide regular updates to partners and stakeholders.
8. Read all relevant reports and attend regular meetings.
9. Ensure a regular flow of relevant information to/from Hednesford Town Council.
10. Prepare recommendations for Full Council as required.

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### 5. Meetings

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The Committee should aim to meet monthly and meetings will be held at Pye Green Community Centre unless decided otherwise. The exact dates will be agreed by the Committee, ideally designed to feed into the Hednesford Town Council meetings.

Agendas will be prepared and reports will be circulated in accordance with the Council Standing Orders.

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## 6. Decision-making

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The elected member representatives on the Committee will vote on key decisions by an open show of hands. A simple majority is required to ratify a decision; however, the Chair of the Committee will have the casting vote if required.

The Committee will be empowered to make decisions on general queries from Officers and for key projects and decisions the Committee can make recommendations but will refer to Full Council where major decisions or protocol deems it to be necessary.

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## 7. Review

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Regeneration and Community Committee Terms of Reference approved by Full Council on (DATE).

The Committee Terms of Reference will be reviewed annually but may be amended in the interim to suit changing priorities and/or resources.