

ACCRINGTON TOWN TEAM

(Proposed Terms of Reference and purpose)

REPORTS TO:

Leader and Cabinet

MEMBERSHIP (27 in total):

5 Councillors

Hyndburn Chamber of Trade - 8 representatives including:-

- 2 x members of the Chamber of Trade
- 2 x Town Centre Independent Retailers
- 2 x National Multiple Retailers
- 1 x Town Centre Pub representative
- 1 x Restaurant representative

Accrington Market Traders – 2 representatives -

- 1 x Open Market Trader
- 1 x Market Hall Trader

One representative from each of the following organisations:-

Lancashire Constabulary
Accrington Civic Trust
Accrington and Rossendale College
Accrington Business and Residents Association
Arndale Shopping Centre
Leisure In Hyndburn
Accrington Lions Rotary Club
Hyndburn Enterprise Trust
Hyndburn Heritage
East Lancashire Chamber of Trade
Disabled Forum
Hyndburn & Ribble Valley CVS

FREQUENCY

Accrington Town Team will meet once each quarter and hold at least one event each year to engage with the wider public on Accrington Town Centre issues.

VISION

To promote Accrington Town Centre as a Floral Market Town, to improve its prosperity and create a viable Town Centre economy, aiming to make it a thriving hub within Pennine Lancashire.

PURPOSE

Accrington Town Team will seek to develop and deliver the vision. It provides an opportunity to work with partners and involve them in developing plans and decision making regarding the future of Accrington Town Centre.

TERMS OF REFERENCE

- To promote Accrington Town Centre;
- To help increase footfall and visitor numbers to Accrington Town Centre;
- To help improve the environment and physical infrastructure of Accrington Town Centre;
- To help reduce levels of crime in Accrington Town Centre;
- To help develop plans and initiatives that promote the development of Accrington Town Centre;
- To consider and advise the Council's Cabinet in respect of public and private sector development that have an impact on Accrington Town Centre;
- To help with, and promote regeneration activity that will have a positive impact on Accrington Town Centre.

REPRESENTATION

Each member must have the appropriate knowledge and authority from their organisation to contribute to the vision.

Members must try and attend all meetings where possible. If they are unable to attend an appropriate proxy may be sent. The Head of Town Centre Development must be notified if a proxy is to attend no less than two days before the scheduled meeting.

Any member missing more than 2 consecutive meetings without good reason will be automatically deleted from the Town team membership.

CHAIR AND VICE CHAIR

The Town Team will be chaired by the Portfolio Holder for Town Centres and Markets. The responsibilities of the Chair will be:

- Agenda setting
- Chair the meetings
- Encouraging broad participation by all
- Ensuring all meetings last no longer than 90 minutes

RESPONSIBILITIES OF TOWN TEAM MEMBERS

Each member has the following responsibilities:

- Positively promote Accrington Town Centre;
- Represent the interest of all partners;
- Take an active interest in the Town Team and Town Centre projects;
- Provide input and positive support on Town Centre projects;
- Support open discussion and debate and encourage fellow members to participate.

COMMUNICATION AND REPORTING ARRANGEMENTS

Minutes of the meeting will be forwarded to each member within three weeks of the meeting taking place and a copy will be placed on Hyndburn Borough Council's website.

All necessary papers will be sent out one week in advance of the meeting.

RESPECTING CONFIDENTIALITY & CONDUCT

There may be occasions when confidentiality is required. When requested by the Chair, Members will be expected to maintain confidentiality with respect to the matter being considered. Members feeling they may have a conflict of interest in relation to the subject matter of confidentiality will be given the option to leave the meeting whilst this is being discussed.

All members must ensure their behaviour does not bring the Town Team and its partners into disrepute. This includes upholding standards of openness and honesty in all decisions. Members may not use any information they have access or privilege to from being used for personal gain or personal advantage. Any member found to have acted against these principles will be deemed to have forfeited their role on the Town Team.

Members should also acknowledge that due to the nature of Town Team business some Members will at times benefit directly or indirectly from initiatives which have been promoted by the Town Team.