



Title of Report:	Town Forums
Committee Report Submitted To:	The Leisure and Development Committee
Date of Meeting:	18th May 2021
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-2025)	
Strategic Theme	Improvement and Innovation Healthy and Engaged Communities
Outcome	Council facilitates towns and villages in the Borough to continue to provide quality environments which evolve to meet the needs of their citizens, businesses and visitors to them. The Borough comprises cohesive and stable communities which work collaboratively with a range of stakeholders to address issues and deliver on opportunities
Lead Officer	Town & Village Manager

Budgetary Considerations	
Cost of Proposal	£ TBC
Included in Current Year Estimates	YES
Capital/Revenue	
Code	
Staffing Costs	Current staff costs

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	TBC	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

Purpose of the report is to present to Members the proposal to establish a network of Town Centre Forums. Each Town Forum will be an informal advisory group which shall act in an advisory role to Causeway Coast and Glens Borough Council for delivery of the Place/Town Management function.

2.0 Background

The CCAG Community Plan Action No.32 is to establish a high level, solution-driven Causeway Town Management Advisory Group Network to focus on developing and delivering collaborative town centre management projects, addressing safe, clean, and green ethos across the 4 main towns Ballycastle, Ballymoney, Coleraine and Limavady. Working with partner organisations to provide synergy with developing infrastructure plans and action plans to address active transport initiatives, masterplan proposals and the renewal and transformation of our town centres as places to be.

Place Management is the process of making places [i.e., town centres] better. The process maximises the effectiveness of a location for its users, whether they are residents, shoppers, tourists, investors, property developers or business owners. Place Management has evolved to encompass town centre management, urban regeneration, and management of business improvement districts.

The development and sustainability of our town centres through outreach to town centre-based organisations to create vibrant and vital town centres is important to achieve positive outcomes for all. Communication and engagement with and between town centre stakeholders and council is vital to ensure a positive outcome.

Town & Village Management has been engaged informally with the stakeholders within each of our urban centres through the Let's Talk Town Centres sessions in 2019, Town centre clinics 2020. Engagement continues with local chambers and bimonthly with Coleraine Town Team and monthly with Limavady Town Team. Creating a network of Town Forums will formalise the engagement process and thereby instil trust and collaboration to engage with our town centres.

3.0 Town Centre Forum Proposed Terms of Reference

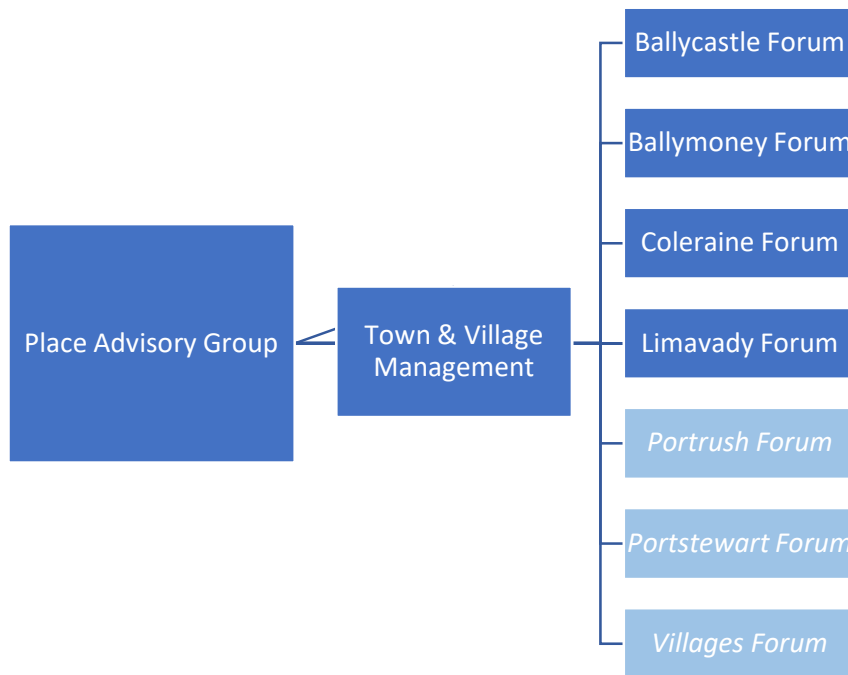
3.1 Purpose of the Forum:

Each Town Forum will be an informal advisory group which shall act in an advisory role to Causeway Coast and Glens Borough Council for delivery of the Place/Town Management function. Each Town Forum will have the ability to create ad-hoc working groups as is required.

The introduction of the Town Centre Forums will provide a structure for consultation and engagement and provide a sign posting service to other council departments and statutory organisations in relation to issues which may arise in our borough's towns.

3.2 Potential structure

Initially this structure will look at the 4 Hubs within the Borough of Coleraine, Limavady, Ballymoney & Ballycastle. There is potential to extend this format to the other 2 urban towns of Portrush and Portstewart and then to the other 6 towns/villages within the Borough. The outcomes from engagement with the Town Forums will feed into a Place Management Advisory Group. There is potential to use the grouping recently put together as part of the Covid Recovery Revitalisation Programme as a starting point for the establishment of the overarching Causeway Town Team required under Action 32 of the community Plan.



3.3 Terms of Reference

- A template Terms of Reference will be drawn up for each of the forums. Draft is attached **Annex A**.
- An open call will be issued inviting responses from stakeholders including community organisations, residents and business representatives. DEA Councillors relevant to each of the towns will be invited to sit on their relevant forum.
- Each Forum will meet for a minimum of 2 times per year.
- The powers of The Forum will be solely defined in an advisory role to the Town and Village Management function within Causeway Coast and Glens Borough Council.
- The Forum will provide advice to the relevant Government Department or Council department on how town management actions should be allocated to help achieve the vision for the Town.
- Additional statutory or government organisation may be invited to attend a Forum if requested or if the subject matter is of mutual interest.

4.0 Recommendation

It is recommended that the Leisure & Development committee approves this proposal to establish a network of Town Forums as detailed, so that the process for the open call can be instigated and that DEA councillors can be invited to take part in their relevant Town Forum.

Annex A

Proposal for template Terms of Reference for Town Forums



Draft TOR: Town Centre Forums

Introduction

Place Management is the process of making places [i.e., town centres] better. The process maximises the effectiveness of a location for its users, whether they are residents, Shoppers, tourists, investors, property developers or business owners. Place Management has evolved to encompass town centre management, urban regeneration, and management of business improvement districts.

The development and sustainability of our town centres through outreach to town centre-based organisations to create vibrant and vital town centres is important. Communication and engagement with and between town centre stakeholders and council is vital to ensure a positive outcome.

TVM has been engaged on an informal way with the stakeholders within each of our urban centres through the Let's Talk Town Centres sessions in 2019, Town centre clinics 2020. Engagement continues with local chambers and bimonthly with Coleraine Town Team and monthly with Limavady Town Team. By creating a Town Forum, the outcome will be a formalised structure for two-way engagement between Place management and our urban town centres.

Purpose of the Forum:

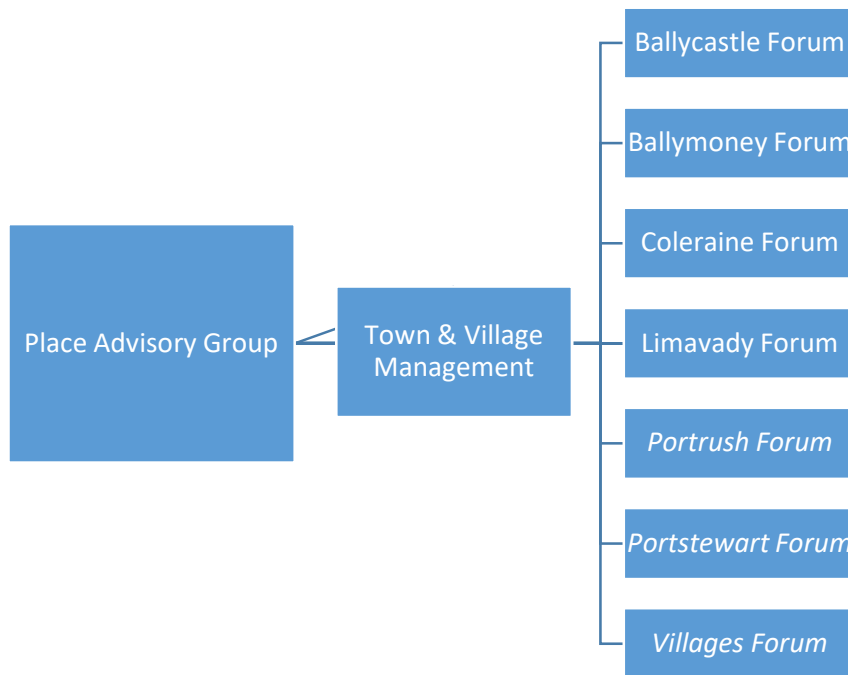
Each Town Forum will be an informal advisory group which shall act in an advisory role to Causeway Coast and Glens Borough Council for delivery of the Place/Town Management function in Causeway Coast and Glens Borough Council. Each Town Forum will have the ability to create ad-hoc working groups as is required.

The introduction of the Town Centre Forums will provide a structure for consultation and engagement and provide a sign posting service to other council departments and statutory organisations in relation to issues which may arise in our borough's towns.

Each Forum will develop an agreed set of objectives in relation to the vision for their town in the context of the place management function within Council.

Potential structure

TVM – initially this structure will look at the 4 Hubs within the Borough of Coleraine, Limavady, Ballymoney & Ballycastle. There is potential to extend this format to the other 2 urban towns of Portrush and Portstewart and then to the other 6 towns/villages within the Borough.



The outcomes from engagement with the Town Forums will feed into a Place Management Advisory Group [potential to use the grouping recently put together as part of the Covid Recovery Revitalisation Programme]

Term

This Terms of Reference is effective from [insert start date.....] and will be ongoing until terminated by agreement between the parties.

Membership

An open call will be made for representatives on each of the Town Forums inviting responses from Town community organisations, residents, and business representatives. DEA Councillors relevant to each of the towns will also be invited to sit on each forum.

The Town Forum may, with consent of the Council, unanimously and for good reason terminate the membership of any individual or member organisation, provided that the individual concerned, or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the relevant town Forum before a final decision is made.

A member may at any time resign by giving not less than one month’s notice in writing to the Town & Village Manager.

Any member vacancy arising from a termination will be referred to the Town Forum to be filled.

The Town & Village Manager may from time to time invite people to attend and speak at meetings who will not have voting rights.

All members shall be required to sign a declaration confirming that they will comply with the conditions set out in the Town Forum’s Governance and Guiding Principles – Annex 1. [to be added]

Powers and Structure

In furtherance of its objective the following powers and structure will be observed by members of each Forum.

- The powers of The Forum will be solely defined in an advisory role to the Town and Village Management function within Causeway Coast and Glens Borough Council.
- The Forum will provide advice to the relevant Government Department or Council department on how town management actions should be allocated to help achieve the vision for the Town.
- The Forum shall comprise members drawn from the relevant DEA Councillor group, the voluntary and community sector and the private sector.
- Additional statutory or government organisation may be invited to attend a Forum if requested or if the subject matter is of mutual interest.

Town Management shall endeavour to maintain the full commitment of all stakeholder representatives to the objectives as set.

Roles & Responsibilities.

Each Town Forum will:

- Operate as in advisory role to Town & Village Management section of Causeway Coast and Glens Borough Council with regards to Place management within each relevant town
- The Forum will comprise of members drawn from stakeholders within each of the town centres.
- Each member organisation shall notify the name of the representative or any alternative to the administrator of the Town Forum.
- The Group will meet on a biannual basis in the first instance. A special meeting may be called as needed.
- Meetings will be held face to face via online method or in person at a council office.
- Notice of meetings along with papers must be provided to members at least five working days prior to meetings. Papers will be issued via digital format where possible. All members must ensure that these are stored in line with Data Protection guidelines for your organisation.
- Decisions – members of the group will endeavour to make decisions based on consensus.
- All members are responsible for taking reasonable steps to ensure that their contribution is genuinely representative of their organisation and/or sector they are from. Members must engage in two-way communications with their organisations and/or sector on key issues being considered by the group.
- Members will undertake to bring any criticisms or concerns they might have about the value, role and functioning of the group to the meeting for discussion, to provide it with an opportunity to address them.
- All members will be expected to participate in an honest and open manner. If members are aware of information that is relevant to the issues under discussion by the group, they should make this available to the group to allow it to be taken into consideration.
- To achieve openness, it is important for members to feel able to share information and express their opinions freely at meetings. Therefore, members will be expected

to be responsible when reporting the groups' discussions to ensure that their reports are accurate and fair to all those present.

- The meetings of the Town Forum will be as far as reasonably possible be open and transparent. However, should there be items of a confidential nature, the Chair will note this, and the members will maintain confidentiality. The Group will be free to report decisions or the outcome of discussions to the groups, areas, or sectors that they represent. However, members of the Town Forum may acquire information that has not yet been made public and/or is confidential. It is a betrayal of trust to breach such confidences. Members must not use confidential information for their individual advantage or for anyone known to them or to disadvantage or discredit the Group or anyone else.

The members of the Forum will commit to:

- Attending all scheduled Town Forum meetings. Any member who fails to attend three consecutive meetings of the Town Forum without reasonable explanation shall be disqualified from membership for non-attendance. In such an event the member organisation shall be informed and requested to nominate a replacement member. The Council will keep a record of attendance and notify members if they are in danger of being disqualified.
- Wholeheartedly championing the Town Forum within and outside of work areas
- Sharing all communications and information across all Town Forum members
- Making timely decisions and acting to not hold up the work of the Town Forum.
- Notifying members of the Town Forum, as soon as practical, if any matter arises which may be deemed to affect the development of the Town Forum.
- Attending all meetings and if necessary nominate a proxy.

Members of the Forum will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact The Group, as they arise.
- Open and honest discussions, without resort to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of The Group.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by The Group members.