

16. Appointment of Area East Panels/Working Groups/Sub-Committees – Municipal Year 2009/2010 (Executive Decision)(Excepted Business)

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Purpose of the Report

To enable Area East Committee to review the current membership of its panels/working groups/sub-committees for the new municipal year 2009/2010.

Recommendation

That the Committee review the memberships of the following working groups/parties, as listed below, and re-appoint those they wish to continue into the new municipal year.

Title	No of Councillors to be appointed – frequency of meetings	2008/09 Membership	2009/10 Membership (to be decided at the meeting)
Area East Community Safety Action Panel	1 – meets quarterly	John Crossley	
Community Planning Sub-Committee	6 – meets quarterly – the next meeting is scheduled for 29.07.09 at 9.30am	Mike Lewis Anna Groskop Tim Carroll Colin Winder John Crossley Maili Felton	
Castle Cary Market House Steering Group	3 – meets quarterly	Mike Lewis Henry Hobhouse John Crossley	

Background Information

For Members’ information the existing terms of reference for the above Sub-Committee, Groups or Panels are listed below.

Terms of Reference 2009/10

Area East Community Safety Action Panel

1. Context

The Area East Community Safety Action Panel is a sub group of the Mendip and South Somerset Community Safety Partnership (M&SSCSP) and will report back to the M&SSCSP’s Tactical Group on a quarterly basis.

The group will meet on at least a quarterly basis. An annual timetable will be prepared and distributed to core members. A special meeting can be called at any time by the Chairman or by any two members of the Panel upon not less than 7 days notice being given to the other members of the Panel of the matters to be discussed.

2. Aims of the Group

To work with local communities to identify and address community safety issues and to support and encourage local action. To empower communities to take joint responsibility for appropriate aspects of community safety.

3. Scope of Work

- i. To agree a framework and develop an annual action plan for delivering this work, identifying key tasks and clarifying the process. Develop necessary Local Action Groups (LAG) and Partnerships and Communities Together (PACT) meetings incorporating a multi-agency group with the expertise and skills to resolve local community safety issues.
- i. To be responsive to changing local community safety issues and adopt a 'live' flexible planning approach.
- iii. To manage the different sources of community safety funding ensuring projects are in full accordance with relevant funding objectives, and that they incorporate appropriate evaluation.
- iv. To establish clear monitoring arrangements and co-ordinate findings with other relevant agencies.
- v. To review membership on an ongoing basis, recognising there may be a need to expand beyond core membership. Through publicity and direct contact with Parish and Town Councils ensure appropriate representation (3 Parish/Town Council members). Ensure all members have contact details for one another.
- v. To identify and publicise good practice and new opportunities.
- vi. Preventative work including lobbying.

4. Conduct of Meetings

If the Chairman is absent from any meeting the members of the Panel shall choose one of their number to be Chairman of the meeting before any business is transacted.

There shall be a quorum when at least one-third of the core number of members are present at a meeting.

5. Composition and Support

A Chairman will be elected with a tenure of twelve months. During the first half of this period the Chairman may be required to stand down if 2/3rd of the membership pass a vote of no confidence. The Chairman can be re-elected at the end of the tenure period.

The following representatives and initially specific individuals shall be core members of the Area East Community Safety Action Panel:

- Helen Rutter - Area Development Manager, SSDC
- Tim Cook - Community Development Officer, SSDC
- Zara Scott-Davies – Local Service Team
- Sgt Ed Hawkins – Avon and Somerset Constabulary
- Pat Williams/Barbara Colby – Yarlinton Housing Group
- John Crossley - Elected Member of South Somerset District Council
- Cllr Laura Tilling – Castle Cary Town Council
- Laura Johns – King Arthur’s School
- Steve Baker - Linx Project/React
- Sue Place – Balsam Centre
- Lesley Hutchinson – Bruton Town Council
- Mike Toop – Devon & Somerset Fire & Rescue Service
- Philip Horsington – Ilchester Parish Council
- Awaiting nomination - Wincanton PACT (Partners and Communities Together)
- Cllr Henry Hobhouse – SSDC Member and theme advisor for Community Safety
- Lisa Nicklen - Jigsaw Children's Centre Manager
- Kate Bennett – Community Learning Partnership Co-ordinator
- Awaiting nomination – Community Justice Panel

The following representatives shall be members of the Area East Community Safety Action Panel but **without** voting rights:

- Steve Brewer - SSDC Community Safety Co-ordinator
- Denise Dunford – M&SSCSP Community Safety Project Worker
- Jacqui Churchill – M&SSCSP Community Safety Assistant
- Jo Calvert – M&SSCSP Research and PR Officer
- Gemma North – M&SSCSP Community Speed Watch Administrator
- Cllr Tony Fife – SSDC Portfolio Holder for Community Safety.

The Panel will have the authority to co-opt further members as and when deemed necessary to provide information and background on community safety issues.

Members will be expected to attend all meetings or send a representative. Those members who fail to do so for more than two meetings will have membership reviewed.

Membership of the Panel will be reviewed annually in April.

Every matter shall be determined by a majority of votes of the members present.

Every member including the Chairman shall have one vote. In the event of a vote being tied the Chair will give the casting vote.

Support to prepare agendas, notes and administer the grant awards will be provided by the Community Safety Assistant, Mendip and South Somerset Community Safety Partnership.

These Terms of Reference will be reviewed annually in April.

6. Community Safety Funding

Funding allocation decisions can be made when one-third or more of the group are present.

A Finance sub Group will be elected by the Panel annually in April. Their responsibility is to research and recommend funding priorities, consider applications for funding, investigate the commissioning of community safety projects and report back to the Panel on their work. The recommendations made by the Finance sub Group will be considered for approval at each Panel meeting. All recommendations made by the Finance sub Group need formal approval from the Panel.

Funding allocations are to be considered according to the guidelines for relevant funding sources and must satisfy the criteria to be successful.

Community Planning Sub-Committee

Terms of Reference (May 2007)

Purpose

- To define and steer the Area East approach to community planning and retail support.
- To encourage business and community input in the Market Towns Vision.
- To award funding for the retail support initiative and projects resulting from the implementation of endorsed parish and town community plans

Scope of Work

- To prioritise and allocate funding, ringfenced for community planning work, to support emerging market town community plans and parish plans so as to ensure that broad community involvement is achieved.
- To allocate funding, ringfenced for the implementation of projects identified through the parish and town plans process and review the criteria for allocating the funding annually.
- To allocate funding ringfenced for the Retail Support Initiative and review operational criteria when appropriate.
- To ensure that community needs and aspirations, identified through parish and town community plans and other means are fed into the roll forward of the Area East Action Plan so as to support the implementation of projects and initiatives.
- To develop links with the South Somerset Strategic Partnership (South Somerset Together) so as to maximise integration with the district-wide Sustainable Community Strategy and local benefit from the dedicated resources allocated to that Partnership.
- To raise the profile of Area East Market towns through the Market Town Vision Investment Group and other marketing initiatives.
- To ensure that good links and integration is achieved between community/parish plans and the emerging Local Development Framework for land use planning.

Membership

Chairman of Area East

Vice Chairman of Area East

4 other Members

Frequency of Meetings

Quarterly

Review Arrangements

Annually

Financial Implications

None resulting directly from this report

Implications for Corporate Priorities

This work is closely aligned to the following corporate aims:

2. increase economic vitality and prosperity
3. improve the housing, health and well-being of our citizens
4. ensure safe, sustainable and cohesive communities.

Other implications

Community planning is a high priority in the area action plan.

Castle Cary Market House Steering Group

Terms of Reference (November 2007)

1. Purpose

- To oversee the progression, improvement and future management of the Market House
- To report back to Area East Committee and Castle Cary Town Council on a regular basis

2. Membership

- South Somerset District Councillors – Chairman (Cllr. Mike Lewis), two Ward Members (Cllrs. Henry Hobhouse and John Crossley)
- Castle Cary Town Council – Cllr Rev. Alan Bond, Cllr Nick Weeks, Cllr Laura Tilling.
- Appropriate officer support drawn from the Town Clerk, SSDC Area Development, Engineering/Property Services and the Conservation Service.

3. Frequency of Meetings

The Group will usually meet quarterly.

4. Review Arrangements

The future of the Steering Group will be reviewed annually.

Background

Papers:

Minute 17, Area East Committee, 9th June 2004

Minute 162, Area East Committee, 9th February 2005

Minute 181, Area East Committee, 9th March 2005
