



PORTREATH

PARISH COUNCIL

Terms of Reference (ToR)

Land on Lighthouse Hill Acquisition Working Group
(land known as Lighthouse Hill carpark, recreation area and surrounding area)

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In 2023 Portreath Parish Council was approached by Cornwall council informing them of their intention to dispose of the Lighthouse Hill to a community organisation in Portreath Parish.

Previously the council had rejected the land but following the Parish Meeting held to discuss plans at the Former WAAF Site there had been significant community interest in Portreath Parish Council devolving the land from Cornwall Council. At the November 2023 full meeting of the council it was resolved to express an interest in the land known as Lighthouse Hill carpark, recreation area and surrounding area to Cornwall Council with the view of consulting with Parishioners on how the land could be best used for the benefit of the parish.

It was quickly identified that a working group would need to be established to manage the work load a project of this size might generate.

1. Membership

The Working Group shall consist a minimum of three Councillors appointed by the council, with a maximum of ten persons including members of the community should their expertise be required.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited to the end of the project completion.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working party by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council and any recommendations made by working parties will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference. This may include:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.

- To carry out a programme of robust meaningful community engagement to enable a recommendation of how the land can be best used for the benefit of the community.
- To keep accurate records of community engagement throughout the duration of the project
- To recommend a project schedule agreeable and achievable with Cornwall Council
- To prepare a business plan with a recommendation of how the land can be best used for the benefit of the community.
- To identify suppliers and contractors to support the project
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement

The working group will arrange its own meetings and schedule of work at its inaugural meeting. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Party is not required to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct and Councils' Financial regulations still applies to any councillor, community member or office who is a member of the working party.

Formal agendas and Minutes are not required.

The quorum of the group shall be 3 members.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings will be as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council at the next annual meeting of the council, unless otherwise specified.