

# Bishop's Waltham Town Team

## Terms of Reference

### Vision

*We want to sustain and future-proof our existing High Street, whilst developing new markets, uses and businesses for it.*

*We also seek to build on its role as a social and cultural meeting place for the people in our community and from the villages nearby. By helping people to socialise and engage with others, we seek to enhance the health and wellbeing of all – young and old, richer or poorer.*

### Terms of Reference

The remit of the Town Team is described in the Department for Communities and Local Government as a body which will:

*drive innovation and improvement in the way the current high street is managed, develop a strategic and collaborative approach, and be made up of a wide range of local interests, including, landlords, retailers, local authorities and local communities.*

*(Portas Pilot Prospectus)*

Bishop's Waltham Town Team will fulfil this remit, but with an extended focus on the whole central retail/commercial area rather than the High Street (see map at Appendix 1).

It will not seek to lead work in its own right, but will:

- a) ensure that there is a platform for open discussion of important issues for the town;
- b) catalyse the delivery of improvements by holding a central, shared action plan which is subject to regular and objective scrutiny;
- c) share relevant information with local people about plans and developments on one central and well maintained website;
- d) provide regular opportunities for local people to give their views and ideas about how the vision (above) can best be achieved;
- e) provide a sounding board for the parish council and other local authorities about issues relevant to the Vision above, and be a champion for ideas which will help to deliver this Vision in discussions with those authorities.

### Membership

The Town Team is composed of local organisations with a genuine commitment to taking forward to shared action plan and who worked together on compiling the Portas Pilot bid in March 2012. The Town Team consists of representatives of the following organisations:

- a) Bishop's Waltham Parish Council
- b) Bishop's Waltham Society
- c) Bishop's Waltham Chamber of Trade
- d) Bishop's Waltham in Bloom
- e) Winchester City Council

There will be two named representatives from each organisation, but others may attend according to the content of specific agendas or for information sharing purposes.

Any additional members shall be proposed to a meeting of the Town Team, and must be approved by the majority of existing members for acceptance.

### Advisory Bodies

In addition to the core members of the Team, there will be a number of standing advisory bodies who are well placed to support the work of the Team (see Appendix 2). Representatives of these bodies may be invited to join meetings where the subject matter will benefit from their input, or where there is a clear shared interest.

### Governance

Until such time as the Town Team wishes to become a constituted body, members will select a Chair from among their number.

The Town Team will be chaired by a named representative of the member organisations, chosen by the members each March for the period of a year. The chair may hold office continuously for a maximum of three years, subject to confirmation by the members each March. There will be no other titled posts or roles, but temporary duties and responsibilities can be assigned – with the agreement of the member – in order to expedite the delivery of an action agreed by the Team.

Administrative support will be provided by Winchester City Council, including the co-ordination of meetings, preparation of agendas and drafting of brief action minutes.

## Meetings

Minutes meetings shall take place once every two months as a rule, on the proviso that:

- a) more meetings may be added if members consider them necessary (eg to meet a deadline, consider an emerging issue, reduce agenda sizes);
- b) meetings may be cancelled at the discretion of the chair (eg if there is not enough business to consider, not enough members are able to attend)
- c) additional 'task and finish' groups may be established to work on particular projects in between the main meetings.

Meetings will take place at a venue and time to suit as many of the members as possible.

Papers for full meetings should be sent out one working week in advance, and minutes no more than two weeks after the meeting

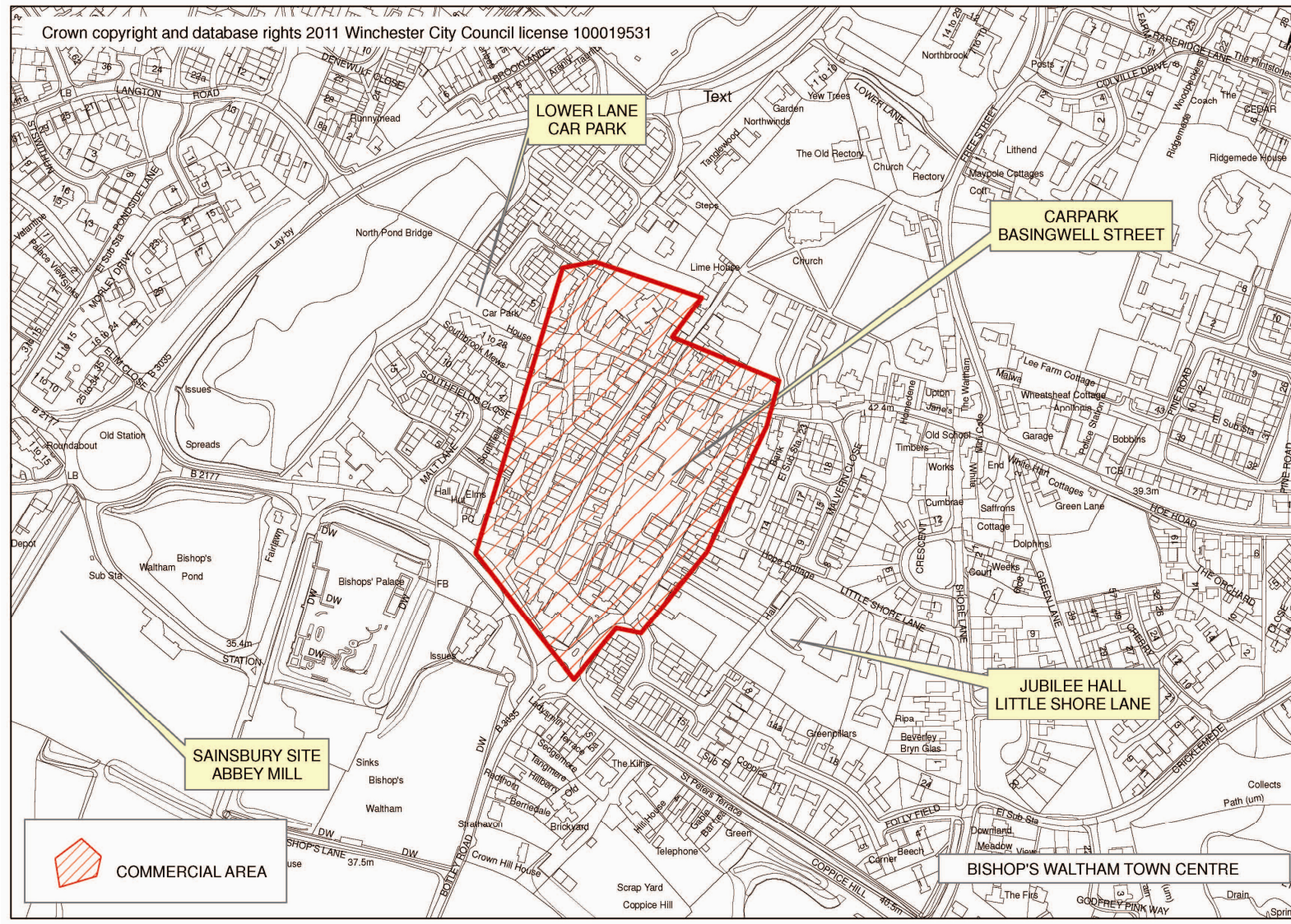
## Work Programme

The work programme will be based on, but not restricted to, the action plan submitted to Government in March 2012 as part of the Portas Pilot funding bid. This is attached at Appendix 3. This may be reviewed and updated at meetings, and is not designed to be a static document. This will allow for the Town Team to respond to new opportunities, funding 'windows' and other external factors which may have a bearing on the plan.

Subsequent work programmes will be shared with possible funders (City and Council Councils, or other potential funding partners) by early Autumn. A timed and costed action plan will then be agreed by the group by the end of March each year for the following financial year.

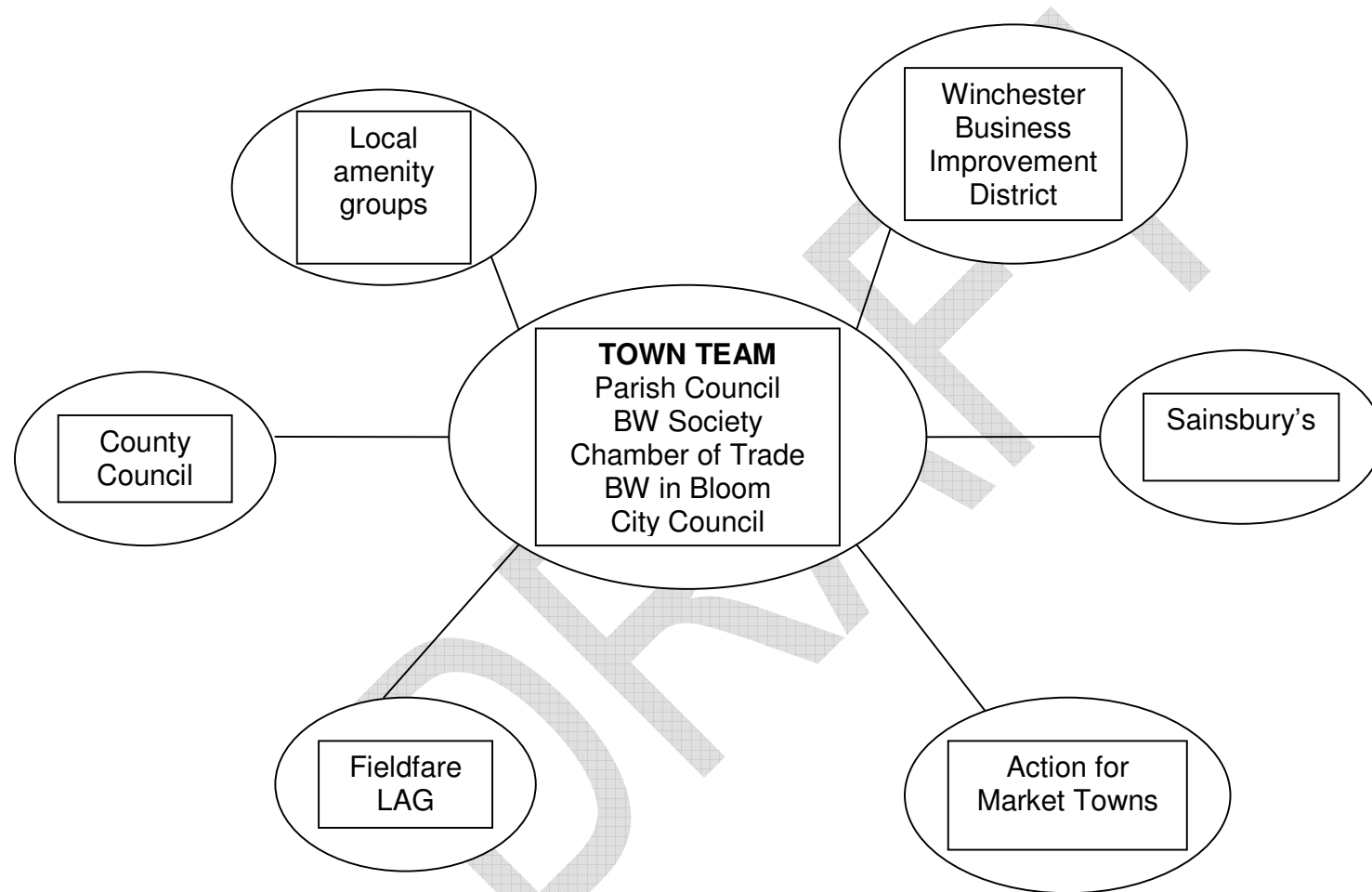
The Town Team recognizes the importance of the Bishop's Waltham Forward Plan and other neighbourhood planning documents, and seeks to integrate relevant actions into its own work programme.

# Appendix 1: Map of Town Team Focus Area



Appendix 2

Town Team Membership and Advisory Bodies





### Appendix 3

Town Team proposed action plan 2012/13, based on Portas Pilot consultation – indicative costings only

Based on potential income of: £100,000 Portas Funding; £75,000 S106 Funding; £10,000 WCC partnership funding = £185,000

Action	Cost	Possible funding source	Delivery partner (s)	Strategic link	Timing
1 year 0.5FTE town centre manager	£30,000	Mary Portas Town Team Lloyds TSB Foundation Trust <a href="http://www.lloydstsbfoundations.org.uk">www.lloydstsbfoundations.org.uk</a>	Town Team/ BWPC		June 2012 start
Footfall count 1	£2,500	Mary Portas Town Team or BWPC	BWPC	Bishop's Waltham Forward Plan 2011/2014 Improving Health, Welfare and Community	May 2012
Footfall count 2	£2,500	Mary Portas Town Team or BWPC	BWPC	Bishop's Waltham Forward Plan 2011/2014 Improving Health, Welfare and Community	Oct 2013
Economic impact 1	£5,000	WCC	WCC	WCC Economic Strategy	May 2012
Economic impact 2	£5,000	WCC	WCC	WCC Economic Strategy	Oct 2013
Improve brown/welcome signs on approaches	£5,000	Mary Portas Town Team Or possibility of rural LEADER funding <a href="http://www.fieldfareleader.org.uk">www.fieldfareleader.org.uk</a>	Town Team/WCC	Bishop's Waltham Forward Plan 2011/2014 Encouraging Local Business	Dec 2012
Website and	£10,000	Mary Portas Town Team	Town	Bishop's Waltham Forward	From May

communications/marketing activity			Team	Plan 2011/2014 Encouraging Local Business	2012 (launch website)
Improve dark spots in street lighting provision	£20,000	Sainsbury's S106 Funds Esmée Fairburn Foundation <a href="http://esmeefairbairn.org.uk/">http://esmeefairbairn.org.uk/</a> Hampshire County council	HCC	Bishop's Waltham Forward Plan 2011/2014 Enhancing the Environment	Oct 2012
Reprovide/increase parking at Abbey Field	£10,000 £10,000	Mary Portas Town Team (part) and additional Sainsbury's contribution	BWPC/ WCC	Bishop's Waltham Forward Plan 2011/2012 Encouraging Local Business Improving Local Travel	Nov 2012
Improve pavements/street surfaces	£25,000	Sainsbury's S106 Funds WCC/HCC	BWPC/ HCC	Bishop's Waltham Forward Plan 2011/2014 Enhancing the Environment	March 2013
Environmental enhancements around car parks, social club and Malt Lane site (eg welcome boards, planting, refurbishment)	£20,000	Sainsbury's S106 Funds Possibility of LEADER rural funding Reaching communities (Lottery Funding) <a href="http://www.biglotteryfund.org.uk/prog_reaching_communities">www.biglotteryfund.org.uk/prog_reaching_communities</a> Landfill Communities Fund <a href="http://www.entrust.org.uk/home/lcf">www.entrust.org.uk/home/lcf</a> European Social Fund <a href="http://www.dwp.gov.uk/esf/">http://www.dwp.gov.uk/esf/</a>	BWPC	Bishop's Waltham Forward Plan 2011/2014 Enhancing the Environment	March 2013
Programme of events/late night opening and 'pop up shops' initiative	£25,000	Mary Portas Town Team or possibility of Rural LEADER funding	Chamber of Trade	Bishop's Waltham Forward Plan 2011/2014 Encouraging Local Business	May – Sept 2013
Loyalty card, possibly in	£15,000	Mary Portas Town Team or	Chamber	Bishop's Waltham Forward	March 2013

partnership with other market towns		possibility of Rural LEADER funding for a pilot scheme	of Trade/BW PC	Plan 2011/2014 Encouraging Local Business	
<b>Total</b>	<b>£185,00</b>				

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