

Wrexham Town Centre Forum & Steering Group - Memorandum of Understanding

Issue date 01/12/16

Review Date - 01/12/18

TOWN CENTRE FORUM

1. Background

A number of organisations involved in Wrexham Town Centre including retailers, the local authority, market traders and other important stakeholders have shared values in relation to developing a vibrant regenerated Town Centre. Their combined experience within the geographical area of Wrexham Town Centre means that they are well positioned for collaborative working and to develop and promote the shared vision for the improvement of Wrexham Town Centre

2. Purpose and Vision

To ensure that all stakeholders are working together to deliver improvements to the Town Centre (Business, Local Authority, Stakeholders)

To act as the interface for engagement and partnership working between Wrexham Council, Retailers and stakeholders in the support and regeneration of the Town Centre.

To support and advise Town Centre businesses on matters that effect their daily operation and more strategic issues which could have an effect in the short, medium and longer term.

To prepare, update, coordinate and deliver the Town Centre action plan, which is informed by Forum discussions.

To consider and recommend future priorities and actions for the Council and partners utilising the Steering Group to progress via the Action Plan

To identify and seek to deliver improved town centre maintenance and management activities.

3. Agreement

It is agreed as follows:

- Membership and Meeting Arrangements

The Parties, whilst recognising the integrity, respective remits and policies of one another, agree to work together in a spirit of partnership and to bring together their individual strengths to achieve the common purpose.

The Forum will meet every two months and no less than five times per annum. Wrexham Council Officers will arrange the meeting and set the agenda in consultation with the Forum Chair

The Forum will be chaired by a member representative from one of the participating organisations and this role will be undertaken on a rotating basis to be reviewed every 2 years by the Steering Group and subsequently ratified by the Town Centre Forum. This process will involve a round the table show of hands

Officers from Wrexham Council will attend Forum meetings. Wrexham Town Centre Markets & Events Manager will be the lead officer for the Council on the Forum, however other officer will be invited as and when required.

- Town Centre Action Plan

The Town Centre Action Plan will consist of a programme of regeneration related projects and initiatives to be identified within the Town Centre Forum and Steering Group. It will consist of a range of activities which will require council, volunteer and potential Community Interest Company support. It will be monitored and updated on a regular basis at the Steering Group Meetings.

- Partnership Values

The Parties on the Forum agree to:

- Work collaboratively;
 - Support each other in finding the most effective ways of delivering regeneration within Wrexham Town Centre;
 - Be open, frank, honest, respectful and constructive in all dealings with each other;
 - Use this Memorandum of Understanding as a benchmark against which the Forum as a whole, can measure its approach to any potential issues of conflict between parties as work progresses;
- Membership/Attendance

Membership will be open to anyone with an interest within the Town Centre. The Town Centre Forum meeting will be an open meeting, however all participants will be asked to complete the membership form attached in Appendix 1.

Press will be able to attend meetings however they will have to declare the capacity in which they are attending e.g as traders or as reporters. As reporters the Town Centre Forum Chair can at any point declare that sensitive discussions are not to be reported, and members of the press may be asked to leave, however this is to be avoided as much as possible.

STEERING GROUP

1. Background

The role of the Steering Group is to develop a co-ordinated, partnership approach to respond to actions required within the Town Centre as identified in the Town Centre Action Plan. The steering group is the representative body of the Town Centre Forum.

2. Purpose and Vision

The activities of the Steering group are key to the delivery of the Town Centre Action Plan, therefore it will take the lead in delivering the Actions identified in the Town Centre Action Plan. Individuals who are members of the Steering Group are required to invest time in progressing actions as identified within the Town Centre Action Plan.

To establish sub-groups to explore specific areas of work that will assist in the development of the plan, covering issues such as parking, regeneration, markets, highways, marketing, events, premises availability, business development opportunities, communications, , etc.

To act as a group to make representation on behalf of the Town Centre Forum in respect of any issues which emerge where support is required to further the aims of the regeneration of the Town Centre.

To investigate and establish funding to support the delivery of the Town Centre Action Plan.

To develop and co-ordinate PR articles on behalf of the Forum.

3. Agreement

It is agreed as follows;

• Membership and Meeting Arrangements

The Parties, whilst recognising the integrity, respective remits and policies of one another, agree to work together in a spirit of partnership and to bring together their individual strengths to achieve the common purpose.

Meetings will be held on a monthly basis

The Steering Group will be chaired by a representative from one of the participating organisations and this role will be undertaken on a rotating basis to be reviewed every 2 years by the Steering Group and subsequently ratified by the Town Centre Forum. At a date to be agreed by the Steering Group a Chair would be elected by majority vote.

Membership of the Steering Group will also be reviewed on a bi-annual basis.

As a **guideline** membership of the group will be as follows (15 members):-

- Wrexham Council – Key officers x 3
- Traders / Trader Representatives – x 5
- Other Interested Parties x7 (This could be a mix of other council members, retailers representatives from disability groups, , stakeholders or other council officers)

In addition to these permanent member representations, the group will from time to time invite members for specific issues, projects and tasks.

All group members will be responsible for taking on and delivering Actions within the Action Plan

• Town Centre Action Plan

The role of the steering group will be to deliver the Town Centre Action Plan. It will be responsible for agreeing the plan in line with Town Centre Forum discussions, updating the plan, establishing costs, funding, resources and timescales to achieve desired outcomes.

It will bring in specialist expertise to support the plan and will also deliberate any sensitive matters to reach a positive conclusion.

Town Centre Action Plan tasks will be allocated to Steering Group members - using the skills and expertise of the group to take ownership of elements of the plan.

- **Partnership Values**

The Parties on the Steering Group agree to:

- To be the representative body to support businesses in the town with information via the Town Centre Forum
- To liaise with the Community Interest Company and any other stakeholder organisations seeking to improve the Town centre— ensuring that the Town centre Forums vision is consistent with these
- Provide mentoring service from Forum members where possible to support new traders and entrepreneurs.
- To support each other in finding the most effective ways of delivering regeneration within Wrexham Town Centre;
- Be open, frank, honest, respectful and constructive in all dealings with each other;
- Use this Memorandum of Understanding as a benchmark against which the Forum as a whole, can measure its approach to any potential issues of conflict between parties as work progresses.

A memorandum of understanding (MOU) is a nonbinding agreement between parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities

This Memorandum of Understanding commences on the date agreed by the Steering Group members (The representative body of the Town centre Forum) and will continue until terminated by the Parties.

Review/Amendment - This Memorandum of Understanding will be held under constant review by the Steering Group, and may be amended at any time by agreement. It will be formally reviewed every 2 years.

Signed.....

Organisation.....

Date.....