**Council Meeting**

**Date: 9 January 2025**

**Appendix: CO132**



**Town Centre Working Group**

**Terms of Reference** (amended January 2025)

**Membership:** Cllrs Chapman, Erwin, Love, Manton, Sandersonand Glover.

The overall aim of the working group is to improve Market Drayton Town Centre to make it more attractive for visitors and residents.

1. To carry out a 6 monthly Town Centre condition survey including:-
* Commercial and Residential buildings included within the town centre conservation area, when viewed from the public highway.
* Highways, pathways, and public areas within the same area, not related directly to defined buildings.
* Street furniture, to include signs, waste bins, planters, bollards and benches.
1. Any issue that may have a high/serious public safety concern to be reported at the time of identification or as soon as is practical thereafter.
2. Any issues that fall under the remit of Shropshire Council to be reported as soon as practical on Fix My Street.
3. Recording of all identified issues within a Master Excel spreadsheet.
4. To work in partnership with Shropshire Council and other organisations regarding the condition of buildings, highways, pathways, street furniture and public areas. To meet with Officers from Shropshire Council as and when required.
5. To explore funding opportunities to regenerate the Town Centre and apply for funding where appropriate.

**Operation of the Working Group:**

1. Terms of reference to be approved by the Community and Governance Committee.
2. Members to be removed from the group if they fail to attend more than 2 consecutive meetings.
3. To appoint a Chairman at its first meeting.
4. To meet at least four times a year, as and when designated by the Chairman, and subject to availability.
5. To report progress to the Community and Governance Committee Meetings on a regular basis.
6. All recommendations to be approved by the Community and Governance Committee or Full Council prior to implementation.
7. Decisions will be by consensus demonstrated by a simple majority vote of those members of the Working Group present at any meeting.
8. The Clerk to circulate agendas at least 3 clear days before the meeting.