

**Minehead People & Place Partnership
MPAPP
Terms of Reference**

1. PURPOSE OF MPAPP

The Minehead People & Place Partnership (MPAPP) is intended to act as a single, community voice for Minehead.

Formation of MPAPP was a key recommendation of the refreshed Minehead Plan: Inspiring People and Place, prepared by PER Consulting in September 2021. The partnership group is intended to take ownership of the strategic ambitions for Minehead and oversee the coordinated delivery of the actions, in the interests of Minehead – People and Place.

2. MEMBERSHIP OF MPAPP

The Minehead People & Place Partnership (MPAPP) will have a maximum of 8 local organisation representatives. MPAPP is not intended to be a formally constituted body itself but will, rather, rely on partner organisations to secure and hold funding and formal project delivery.

As such it is not proposed to involve individual members but to operate through formally established partner organisations. Individual representation could, however, be invited as observers and/or contributors to thematic working groups. Membership of MPAPP is on an entirely voluntary basis.

The initial partners identified as having a strong strategic role in the interests of Minehead are:

- **Minehead Town Council** – to nominate a single Councillor representative
- **Somerset West and Taunton Council** – to nominate a single Councillor representative
- **Somerset County Council** – to nominate a single Councillor representative
- **Minehead and Coast Development Trust** – to nominate a single Board representative
- **Minehead Business Improvement District** – to nominate a single Board representative
- **West Somerset Green Forum** – to nominate a single representative.

Note: following Local Government Reorganisation and the establishment of the new Somerset Council from April 2023, the new Council will be invited to nominate a single Councillor representative to replace the two members from SCC and SWT.

Other community partners who may also be able to play a strong strategic role to inspire the people and place of Minehead may also be invited to formally join the MPAPP in future.

Invitations and nominated representatives will be subject to the agreement of existing MPAPP members. Any new members invited at any time will not result in breaching the maximum number of 8 organisations represented at any time.

3. INDEPENDENT CHAIR

It is intended that an independent, preferably private sector chairperson be appointed to support the joint decision making by the MPAPP membership.

4. ADMINISTRATION & SUPPORT

Administrative support for the operation of MPAPP will be provided by MCDT's appointed Project Co-ordinator for the appointed contract period. Thereafter, this function may be provided one of the member organisations.

The administrator will make arrangements for MPAPP meetings, circulate Agendas and any papers in advance of the meeting and circulate action notes following each meeting.

The project coordinator will take ownership of the MPAPP Action Plan and liaise with delivery partners for timely actions and progress.

MPAPP representatives will also be supported by local authority officer attendance in an advisory capacity and, where appropriate, will provide further delivery advice and guidance to MPAPP as necessary.

5. GOVERNANCE

The MPAPP will not be a formally constituted organisation or body but will rely on the governance structures of partner organisations for project funding and delivery.

As a representative partnership, the MPAPPs primary role is to coordinate and oversee delivery of project plans and local actions, engaging with other partners where necessary. The MPAPP will also provide a coordinated local voice for Minehead where required on other consultations and activities which may affect Minehead people and place.

MPAPP will operate on consensus basis rather than by formal voting unless determined necessary by the independent chair.

Representatives on MPAPP will be expected to maintain clear, two-way communication between MPAPP and the organisation they represent, providing consistent feedback and a representative voice to each.

Representatives will be expected to provide regular reports on the actions under control of their respective organisations and to update MPAPP on progress and any emerging opportunities.

Where necessary, representatives may be required to seek formal approval of the organisation they represent and will not at any time be expected to formally commit

their organisation to any funding or resource obligation without the necessary authority to do so.

MPAPP will meet monthly for the first four months of operation to become established and will subsequently meet no less than quarterly thereafter unless otherwise determined by the members.

6. TERM OF OFFICE

Individual member representatives of MPAPP will normally be expected to serve no more than four years as a member of MPAPP. Due to the current situation with transition to the Somerset Unitary Authority, local Councillors will be elected for a five-year period. Five years will, therefore, be adopted as the maximum period of membership for the first appointments in 2022.

7. PROJECT WORKING GROUPS

Thematic working groups will be established, reporting to MPAPP, to contribute to project development and feasibility work and to explore other project opportunities to achieve the thematic objectives. The five themes established in the Minehead Plan are:

- Energising the Local Economy
- Encouraging Young People
- Embracing Biodiversity & Climate Challenge
- Exciting Sense of Place
- Excellent Visitor Experience

MPAPP representatives should consider nominating a strategic lead to each theme who will then take responsibility for establishing the working groups, inviting other organisations to collaborate, and developing detailed action plans.

The MPAPP Thematic Groups will also benefit from interaction and support for specialist technical officers with the local authorities and other organisations as appropriate.