

Terms of Reference for the combined Section 106 and Placemaking Working Group at Cowbridge with Llanblethian Town Council

1. Background

The Section 106 and Placemaking Working Group is established by Cowbridge with Llanblethian Town Council to oversee the application and spending of Section 106 (S106) monies and to implement the Placemaking Plan for Cowbridge with Llanblethian. The objective of this group is to ensure transparent, accountable, and community-led decision-making regarding the utilisation of S106 funds to enhance local facilities and implement the Placemaking Plan projects.

2. Objectives

- **S106 Monies and Placemaking Plan Implementation:**
 - Review and assess the needs of the local community as outlined in the Placemaking Plan.
 - Identify suitable projects from the Placemaking Plan that align with the available S106 funds.
 - Develop detailed project plans, including budgets, timelines, and risk assessments.
 - Seek necessary approvals from the Town Council.
 - Tender and procure services as required.
 - Oversee the implementation of projects, ensuring they deliver the vision and objectives set out in the approved Placemaking Plan and relevant regulations.
 - Monitor project progress and financial expenditure.
 - Evaluate the outcomes of completed projects and adjust future plans as needed.

3. Composition

The group shall consist of:

- Town Councillors (at least 3)
- Vale of Glamorgan Council Section 106 Officer
- Vale of Glamorgan Council Placemaking Officer
- Community representatives including Representatives from priority groups (older people, businesses, youth, sport & leisure, education, ad hoc groups)
- Technical experts (as necessary)

- One Cowbridge Vale of Glamorgan Councilor
- Other relevant stakeholders appointed by the council

The Chair will be a Town Councillor.

4. Procedures

- **Project Prioritisation:**
 - Review the Placemaking Plan to identify high-priority projects that align with S106 funding availability.
 - Consider community input and feedback in the prioritization process.
- **Project Planning and Implementation:**
 - Develop detailed project plans, including budgets, timelines, and risk assessments.
 - Make grant applications as required
 - Seek necessary approvals from the Town Council.
 - Tender and procure services as required.
 - Oversee the implementation of projects, ensuring they adhere to the Placemaking Plan and relevant regulations.
 - Monitor project progress and financial expenditure.
 - Evaluate the outcomes of completed projects and adjust future plans as needed.

5. Reporting

- Provide regular updates to the Town Council on the progress of Placemaking Plan projects and the use of 106 funds

6. Review and Amendments

This Terms of Reference shall be subject to annual review by the Town Council to ensure its effectiveness and relevance. Amendments may be proposed as necessary, with council approval.

7. Confidentiality

The intention will always be to be as open as possible, but members of the group must recognise that there will be times when information must be treated as confidential and used solely for the purposes outlined in this Terms of Reference.

8. Duration

This Terms of Reference shall remain in effect unless otherwise determined by the Town Council.

9. Approval

[This Terms of Reference has been approved by Cowbridge with Llanblethian Town Council and shall serve as the guiding framework for the Section 106 and Placemaking Working Group.] to be completed when approve