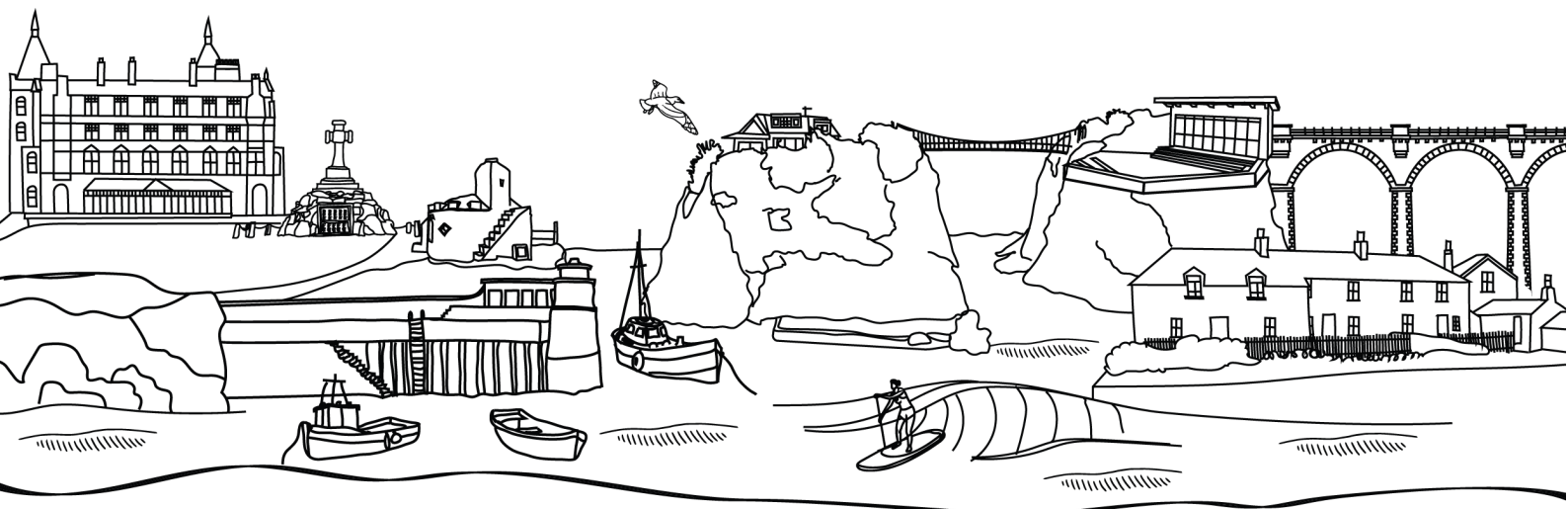




NewquayCouncil

CorporateService

Document:	Terms of Reference
Committee:	Community and Estates
Date of Inception:	07 May 2026



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Policy/Procedure File Status

Version	2026 0.2	Approving Body	Full Council
Date	28/04/2026	Date of Approval	06/05/2026
Responsible Officer	Chief Executive (CE)	Minute Reference	036/26(B)(1)
Oversight	N/A	Review Date	May 2027

Version History

Date	Version	Author/Editor	Comments
20/04/2026	2026 0.1	CE	New TORs based on merging E&F and C&T Committees and within the scope of the structure review report (2026).
28/04/2026	2026 0.2	CE	Updated membership numbers under 1.2 to 12 and added a new 1.4 (1.4.1-1.4.4) setting out that there will be 2 Vice Chairs with operational clarity on how this would work.

Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By

1.0 Membership

- 1.1 Membership of this committee is to be appointed annually following the Annual Meeting of the Town Council.
- 1.2 The Community and Estates Committee shall consist of 12 members of the Council.
- 1.3 The Committee Chair will be elected annually by the Committee at its first meeting following the Annual Council Meeting.
- 1.4 The Committee shall have two Vice Chairs as followed:
 - 1.4.1 One Vice Chair shall focus on Environment and Facilities matters and may deputise for the chair on these matters
 - 1.4.2 One Vice Chair shall focus on Community, Tourism and Events matters and may deputise for the chair on these matters
 - 1.4.3 Where the chair is absent at a meeting, the relevant Vice Chair shall chair the meeting i.e. if it's the meeting focused on Community, the Vice Chair under 1.4.2 shall chair, if it's the meeting focused on Estates/Facilities the Vice Chair under 1.4.1 shall chair.
 - 1.4.4 Where both the Chair and the relevant Vice Chair as set out under 1.4.1-1.4.3 inclusive are both absent, the second Vice Chair may chair the committee meeting, but if they prefer, the committee itself can appoint a temporary chair for that meeting.
- 1.5 The membership should, where possible, reflect a balanced and representative composition of the Council and community.

2.0 Aims

- 2.1 To provide strategic oversight and policy direction for the Council's community services, assets, estate and facilities to ensure:
 - 2.1.1 High-quality, accessible and sustainable services;
 - 2.1.2 Effective use and development of Council-owned and devolved assets;
 - 2.1.3 A vibrant, inclusive and safe community;
 - 2.1.4 Delivery aligned to the Corporate Plan and Council objectives.

3.0 Objectives

The following objectives are under this committee's remit (in no particular order):

Ref	Category	Objective	Description
B01	Business	Showcase Newquay's Potential	Promote Newquay as an excellent business destination.
B03	Business	Encourage Sustainable Businesses	Promote environmentally friendly businesses in the high street.
B04	Business	Introduce Pop-Up Spaces	Explore providing temporary business spaces in the town centre.
B05	Business	Collaborate with BID	Continue working with the Business Improvement District.
B07	Business	Drive Business Engagement	Encourage business participation in local events.
B08	Business	Encourage Off-Season Tourism	Promote sustainable tourism during off-peak seasons.
B09	Business	Improve Town Appearance	Enhance the high street's look and appeal.
B11	Business	Promote Local Job Creation	Support initiatives for creating quality local jobs.
C01	Community	Connect the Community	Bring people together and be a focal point for the community through engagement and events.
C03	Community	Support Local Cultural Development	Promote local heritage and arts by creating opportunities across our estate.
C04	Community	Ongoing Collaboration	Continue to work together with the Newquay Town Team
C05	Community	Create Affordable Community Spaces	Deliver more accessible and affordable community spaces for events and gatherings.
C06	Community	Boost Public Events	Deliver more community events and markets that require civic leadership.
C07	Community	Enhance Town Aesthetics	Improve the look and feel of the town through installations like bunting, planters, and benches.
C10	Community	Improve Train Approach	Enhance the approach to Newquay by train.
C12A	Community	Support the Growing Population	Improve local healthcare and education.
C13	Community	Ensure Toilet Accessibility	Maintain clean, safe public toilets and increase signposts to them.
C14	Community	Combat Crime Problems	Support initiatives addressing drug problems, homelessness, and crime.
E01	Environment	Protect and Enhance Green Spaces	Ensure green spaces are maintained and improved.
E02	Environment	Plant Trees	Increase tree planting efforts.
E03	Environment	Increase Biodiversity	Create more opportunities for wildlife across council properties.
E04	Environment	Reduce Single-Use Plastics	Encourage sustainable practices and reduce plastic waste.
E05	Environment	Public Education on Ecology	Educate the public on ecological benefits and sustainability efforts.
E06	Environment	Work Towards Carbon Neutrality	Continue efforts to make the town carbon neutral.
E08	Environment	Help Clean Beaches	Support beach cleaning initiatives.

E09	Environment	Address Cleanliness & Maintenance	Tackle graffiti, overgrown spaces, insufficient waste collection, and littering.
R01	Relationships	Listen to Locals	Engage with residents, businesses, and community groups on key issues.
R02	Relationships	Support Community Efforts	Encourage community groups to seek council support for local projects.
R07	Relationships	Foster Public & Private Collaboration	Strengthen partnerships across sectors.
O01	Organisational Development	Optimise Revenue Ethically	Generate income sustainably across council estates.
Y01	Young People	Engage Students on Aspirations	Visit schools to discuss aspirations and local opportunities.
Y03	Young People	Broaden Youth Opportunities	Develop youth provisions such as play parks and skateparks.
Y04	Young People	Enhance Play Facilities	Deliver more play facilities in key locations.
Y05	Young People	Maximise Local Opportunities	Increase local job and living opportunities for youth.
Y06	Young People	Civic Engagement for Youth	Devise ways for young people to engage in civic matters.

4.0 Meetings

- 4.1 The committee shall meet monthly (except May, August and December) in accordance with the agreed schedule of meetings, with Special meetings being called as required by the Chief Executive, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meetings which will normally be held in the Council Chamber, Municipal Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Chief Executive (or delegated officer) may attend any meeting to offer advice, guidance and support.
- 4.4 The committee may cancel a meeting by way of a majority decision at a meeting of the committee, or via email should this be appropriate. A notice confirming the cancellation of a meeting shall at the very least be circulated to all members of the Council, on the Council's website and on the Council's social media channels.
- 4.5 The meeting location may be varied from time to time but shall be contained within the Public Notice of the Meeting and associated summons.
- 4.6 The Public Notice will be posted on the Town Council's website. Subject to restrictions, at least one notice will also be published in a Town Council public notice board.
- 4.7 The Committee will operate an alternating focus model, whereby:
 - 4.7.1 One meeting will primarily focus on Estates and Facilities matters;
 - 4.7.2 The following meeting will primarily focus on Community and Cultural matters;
 - 4.7.3 Urgent or cross-cutting business may be considered at any meeting.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Chief Executive, circulated at Full Council meetings of Newquay Town Council and uploaded to the Town Council website within 4 weeks of the meeting.
- 5.2 All
 - 5.2.1 resolutions of the committee
 - 5.2.2 recommendations to Full Council

- 5.2.3 recommendations to other committees
- 5.2.4 matters referred to other committees/Full Council

shall be recorded in the minutes of the meetings.

- 5.3 The committee shall draw up and agree written Terms of Reference for working parties and sub-committees that fall under this committee's control. Such Terms of Reference will not bestow powers or a remit that is wider or falls outside the committee's own Terms of Reference. Such documents will be owned by this committee and any variation requests from the working party/sub-committee shall be referred to this committee for consideration and decision.

6.0 Accountability

- 6.1 The Committee has delegated powers to act on behalf of Full Council within its defined remit.
- 6.2 Matters outside this remit shall be referred to Full Council or the appropriate committee.
- 6.3 Officers retain delegated operational responsibility under the Scheme of Delegation.
- 6.4 The Committee must adhere to Standing Orders, Financial Regulations, policies and the Member Code of Conduct.

7.0 Scope and Specific Delegations

- 7.1 The Committee has delegated authority to:
 - 7.1.1 Provide strategic oversight, policy direction and scrutiny across its remit as per Section 3.0 Objectives;
 - 7.1.2 Make decisions within approved budgets and objectives;
 - 7.1.3 Recommend additional funding or reserve allocations to Full Council where required.
 - 7.1.4 Support directors and officers in their duties and delegated authority on matters under the strategic oversight of this committee.
- 7.2 Budgetary Responsibilities
 - 7.2.1 To establish an Annual Committee Budget for recommendation to Governance and Resources in accordance with Financial Regulations and the agreed budget setting process.
 - 7.2.2 To strategically oversee expenditure within approved budgets and approve internal budget virements where

requested, to ensure services run effectively and efficiently.

7.3 Strategic and Policy Functions

- 7.3.1 To develop and recommend policies, strategies and plans within its remit.
- 7.3.2 To consider matters referred by Full Council and provide recommendations.

7.4 Assets and Estate

- 7.4.1 To provide strategic oversight of Council-owned and devolved assets, land and buildings.
- 7.4.2 To consider proposals relating to acquisition, disposal or development of existing assets (subject to approval thresholds) and make recommendations to the Governance and Resources Committee or Full Council as needed.

7.5 Community and Events

- 7.5.1 To oversee the strategic direction of community engagement, events and cultural programming.
- 7.5.2 To consider and support grant applications and partnerships within remit and where such matters fall outside the Scheme of Delegation.

7.6 Environment and Public Realm

- 7.6.1 To set strategic priorities for environmental improvement and sustainability initiatives.
- 7.6.2 To support partnership working to enhance the town environment.

7.7 Community Safety

- 7.7.1 To provide strategic oversight of CCTV and related safety services.
- 7.7.2 To support partnership-based safety initiatives.

7.8 Partnerships and External Engagement

- 7.8.1 To represent or support officers in representing the Council's interests in relevant partnerships and initiatives as per the Scheme of Delegation.
- 7.8.2 To support officers in funding bids and external investment opportunities.

7.9 Sub-Committees and Working Groups

- 7.9.1 To appoint and oversee sub-committees and working parties within the scope and remit of this Committee and

provided those appointments are based on strategic and not operational matters, unless such is requested by a Director or delegated officer for consultation/support purposes.

- 7.10 The Committee has the delegated powers to consider and make relevant decisions on any strategic or policy matter referred to it by Full Council, with operational matters to be further delegated to relevant officer(s).
- 7.11 To appoint Sub-Committees and Working Parties that shall report to it in accordance with Standing Orders.

8.0 What is not delegated to this committee

- 8.1 The following is an indication of what is not delegated to this committee under these terms of reference (list not exhaustive):
 - 8.1.1 Any matters relating to Human Resources (Governance and Resources Committee, People Manager and/or Head of Paid Service)
 - 8.1.2 Appointment or dismissal of statutory officers (Full Council).
 - 8.1.3 Approval of the precept or overall Council budget (Full Council).
 - 8.1.4 Delegation of additional powers or duties to a sub-committee or working party that fall outside the scope of this committee's terms or reference (Full Council).
 - 8.1.5 Matters outside the Committee's defined remit.
 - 8.1.6 Operational delivery and day-to-day management of services (officer responsibility), except where scrutiny is required through a working party.

9.0 Review

- 9.1 These Terms of Reference shall be reviewed annually.
- 9.2 Any amendments must be approved by Full Council.