

**Terms of Reference**  
**The River Crouch Coastal Community Team**  
**November 2019**

**Background**

1. The River Crouch Coastal Community Team (RCCCT) was set up in June 2015 as a result of a successful funding bid by Maldon District Council (MDC) in partnership with Rochford District Council (RDC) to Government's Coastal Community Team Fund. With MDC as the body accountable to Government for the use of the monies, the RCCCT delivered a number of projects pursuant to that funding bid to improve the local economy of the River Crouch area and was supported by MDC providing a secretariat function.
2. In June 2019 MDC resigned its role as accountable body and secretariat and on 16<sup>th</sup> July 2019, RDC agreed to take on both roles in order that the RCCCT could continue. The residue of the funding monies is held by RDC for the purposes of the RCCCT.
3. On 11<sup>th</sup> September 2019, a meeting of the management group agreed that the Terms of Reference previously agreed by RCCCT (September 2015) should be refreshed.

**Aims and objectives**

4. The focus of the RCCCT centres around three key aims for rural and coastal communities along the River Crouch:
  - Improvement of business diversity and economic growth, including infrastructure, employment and skills;
  - Creation of sustainable communities and place shaping, including heritage and green tourism; and
  - Protection and conservation of the coastal and river environment – including addressing the effects of coastal climate change.
5. The objectives of the RCCCT are as follows:
  - To be a consultative stakeholder body for local and national issues relating to the RCCCT's key aims;
  - To identify and apply for funding sources intended to achieve tangible, evidence-based outcomes which support those aims; and
  - To facilitate projects which will deliver those outcomes.

## Composition of RCCCT

6. The RCCCT will comprise representatives of the public sector, private sector and community and voluntary sectors ensuring that membership represents a broad range of interest across the geographical area.
7. The RCCCT shall have an open membership and any interested party may attend with the consent of the Chairperson, including but not limited to those listed in Appendix 1.
8. The RCCCT will be led by a Steering Group, the membership of which is agreed by the RCCCT and reviewed annually. The Steering Group is accountable to and reports back to the wider RCCCT. The Steering Group will lead the RCCCT's activities to achieve the aims and objectives of the RCCCT.
9. Projects identified by the Steering Group will be undertaken by specially convened Task and Finish Groups, which will report to the Steering Group and operate under terms of reference agreed by the Steering Group.
10. The Steering Group shall have a fixed membership, as set out below.

## Membership of the Steering Group

11. The Steering Group shall comprise of one (1) representative of each of the following (unless otherwise indicated):
12. The Chairperson may invite other representatives from the wider RCCCT where the agenda items are relevant to those representatives. Such representatives shall not be entitled to vote.
13. Members of the wider RCCCT may attend as observers with the permission of the Chairperson.

Role/sector	Representative	Voting rights
Chairperson	Elected councillor from RDC (named individual to be appointed by the RCCCT)	Yes (plus casting vote)
Vice Chairperson	The business or maritime community (named individual to be appointed by the RCCCT)	Yes (plus casting vote when acting as chair)
Accountable body	Elected councillor RDC	Yes
	Economic development officer RDC	No

Role/sector	Representative	Voting rights
Public sector	Elected councillor from MDC	Yes
	Economic development officer MDC	No
	Economic development officer Chelmsford City Council	No
	Elected councillor Hullbridge Parish Council	Yes
	Elected councillor Canewdon Parish Council	Yes
	Elected councillor Paglesham Parish Council	Yes
	Elected councillor Burnham Town Council	Yes
	Elected councillor South Woodham Ferrers Town Council	Yes
Maritime sector	Crouch Harbour Authority	Yes
	Representative from the sailing community	Yes
	Natural England	No
	Environment Agency	No
The business community	Up to [5] representatives to be appointed	

### Meeting frequency

14. The RCCCT shall meet annually unless the Chairperson calls a special meeting (on no less than 14 days prior written notice).
15. The Steering Group shall meet quarterly unless the Chairperson calls a special meeting (on no less than 14 days prior written notice).
16. Meetings will be diarised on a rolling annual basis.

### Decision making

17. Decisions of the RCCCT and the Steering Group will be made by a majority of those present by a show of hands. The Chairperson (or the Vice Chairperson in their absence) has a casting vote.
18. Meetings of the RCCCT will be quorate if [one-third] of members is present.
19. Meetings of the Steering Group will be quorate if [one-third] of members is present.

### Conflicts of interest

20. RCCCT and Steering Group members have a duty to be aware for the potential for there to be a conflict of interest (actual or perceived) in the work which they

undertake in their private or professional lives and the work undertaken by the RCCCT and the Steering Group.

21. Any member who is involved in or has an interest in any project, issue or matter discussed at any meeting shall disclose their interest (wherever possible at the commencement of the meeting) and will not participate in any discussion or action relating to the project, issue or matter.
22. All members and in particular elected councillors should have regard to any disclosure requirements of their respective organisations.

### **Secretariat**

23. The administrative arrangements for RCCCT will be undertaken by RDC. Agendas and papers for meetings will be circulated seven (7) days before each meeting (where practicable). Minutes will be taken and decisions recorded.
24. Any member wishing to table items for an agenda must notify the secretariat no later than seven (7) days before each meeting unless the Chairperson in their absolute discretion agrees otherwise.

### **Variations to Terms of Reference**

25. These Terms of Reference may be reviewed and amended by the RCCCT annually.

## **Appendix 1**

- Ashingdon Parish Council
- Baltic Wharf
- Bradwell Legacy Partnership
- Burnham on Crouch Town Council
- Burnham Chamber of Commerce
- Canewdon Parish Council
- Chelmsford City Council
- Crouch Harbour Authority
- Environment Agency
- Essex County Council
- Essex Marina
- Hullbridge Parish Council
- MDC
- Natural England
- North Fambridge Parish Council
- Paglesham Parish Council
- RDC
- RSPB
- Rawreth Parish Council
- Rochford Chamber of Trade
- Rochford and Rayleigh Association of Voluntary Services
- Rural Community Council for Essex
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