



PORTREATH

PARISH COUNCIL

Terms of Reference (ToR)

WAAF Site Working Group

Adopted: 13th January 2025

Terms of Reference (ToR)

WAAF Site Working Group

The former 2nd World War 'Women's Auxiliary Air Force' base located in Cambrose. Following the second world war was used as social housing for local families until the early 1970's.

In early 2017 Portreath Parish Council took ownership under a devolution deal from the land known as the former WAAF Site under a devolution deal from Cornwall Council. This was following a period of leasing the land from Cornwall Council. Councillors at the time had visions of creating an ecological educational area for the use of local school children. Unfortunately, this vision never came to fruition due to a change of councillors at the 2017 elections and in 2018 councillors resolved to abandon the idea of an ecological educational area all together.

During 2021 off the back of the growing housing crisis councillors started investigating the possibility of providing affordable housing in the parish. The WAAF Site was identified as a possible location for an affordable housing development. Councillors explored a number of options for such project, consulted with parishioners about the need for affordable housing and looked at options with housing providers to deliver a scheme. It was finally resolved in 2022 to allow a developer and housing association to investigate the feasibility of providing a scheme of social housing such as was on the WAAF Site following the second world war.

The developer and housing association worked to produce a planning application for the transformation of the land. This was submitted to Cornwall Council planning department in October 2023 and was finally determined and refused in Summer 2024.

The plan to deliver affordable housing in this location whilst quietly supported by many in the parish was strongly objected to by a large vocal group made up of both parishioner and members of the wider public. The group coordinated a significant campaign to stop the destruction of land they described as a nature reserve.

In December 2024, following the failure of the planning application and having considered the strong views of members of the public members of Portreath Parish Council Resolved to: form a working group that would consider all options for the future of the WAAF Site, prepare a business case for each of the options and consult with parishioner on the Future of the WAAF Site.

1. Membership

The Working Group shall consist of a minimum of three representatives of the council, (councillors or officers) appointed by the council, with a maximum of ten persons including members of the community should their expertise be required.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited to the end of the project completion.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working party by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council and any recommendations made by working groups will be subject to approval by the Full Council.

No funding or monies will be spent or committed without prior authorisation of the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference. This may include:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- To carry out a programme of robust meaningful community engagement to enable a recommendation of how the land can be best used for the benefit of the community.
- To keep accurate records of community engagement throughout the duration of the project
- To recommend a project schedule.
- To prepare a business case examining all potential options for the use of the land with a recommendation of how the land can be best used for the benefit of the community.
- To identify suppliers and contractors to support the project
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Party is not required to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct and Councils' Financial regulations still applies to any councillor, community member or officer who is a member of the working party.

Formal agendas and Minutes are not required.

The quorum of the group shall be 3 members.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required and to the Annual Parish meeting.

Frequency of Meetings will be as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council at the next annual meeting of the council, unless otherwise specified.

6. Members Conduct

All members of council working groups are required to follow the councils code of conduct and be mindful of the councils' obligations under the Civility & Respect Pledge.

7. Review

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign
02/06/2025	Add Review page. Amend section 1, paragraph 1 and section 2, paragraph 2 to include council officers	25140 (g) (ii)	

