

**APPENDIX 01\_02 THI MANAGEMENT STRUCTURE**

## **APPENDIX 2**

# **Campbeltown Town Centre Regeneration Project Conservation Area Regeneration Scheme (CARS) & Townscape Heritage Initiative (THI)**

### **Proposed Management Structure**

#### **Officer Working Group**

An in-house officer working group will deliver the project. This group will also draw up the Project Plan with the assistance of specialist advisers where appropriate, meet Historic Scotland, Heritage Lottery Fund and the Heritage Lottery Fund's monitor, and interview consultants. The Officer Group will support the CARS and THI management structure, as well as report back to the Campbeltown Town Centre Regeneration Steering Group, the MAKI Area Committee & the Kintyre Initiative. The THI Project Officer will be based in Campbeltown together with the CARS officer, the proposed Town Centre Manager and admin support. The Council's Conservation Officer will visit Campbeltown for 2 days a week to provide specialist advice as required.

#### **Campbeltown Town Centre Regeneration Steering Group**

A Partnership Steering Group will be formed to represent the principle stakeholders. This group will:

- approve the Project Plan (re-profiled at least once a year)
- approve deviations from the Project Plan
- receive progress reports from the Officer Group and specifically the THI project officer
- consider all applications and make offers above the ceiling set for grant

Individual members of the Steering Group may also be expected to chair sub groups to assist in delivering the project on behalf of the Steering Group, covering such issues as Conservation Area Management, Factoring and maintenance, Skills improvement and training and perhaps a charitable development trust to bring buildings back into use.

The **Campbeltown Town Centre Regeneration Steering Group** will be supported by the Officer Working Group (with help from the MAKI area management officers based in Campbeltown and any other Council/Community Planning Partner officer when considered appropriate). The meetings will be chaired by the THI Project Officer.

Meetings will normally be held quarterly, during office hours on a day of the week to be agreed, usually in Campbeltown. Members of local community will be asked to attend these meetings where topics of interest are to be discussed but will be excluded from all financial matters and other matters relating to business confidentiality.

Special meetings may need to be convened at relatively short notice to deal with non-delegated cases or urgent items. These could well be associated

with another meeting (such as the MAKI Area Committee, the Campbeltown Development Forum or the Kintyre Initiative) where a quorum of Steering Group members is likely to be available. A quorum will be four voting members. (Cases where a member of the Partnership Steering Group has an interest may be discussed with that member's participation, but the member in question will not vote on that item.)

### **Additional Team Members**

The Officer Working Group will be supported by a team of technical and professional advisers, both from within the Council (where chief officers will be invited through the Strategic Management Team to send representatives from their various divisions within the Council) and from other stakeholder bodies.

Members of this team may also be invited to give support to one or more of the smaller sub groups formed to assist in delivering the project, some of which will require considerable specialist expertise.

Team meetings will be held only when there is business to discuss. Membership will be flexible depending upon the matters under discussion. The team will meet within office hours at either Kilmory or Campbeltown (as convenient), and chaired by the THI Project Officer.

### **Local Consultative Group**

A loose Local Consultative Group will be on hand to further engage the local community and enable us to align the THI with other activities locally. Members of the stakeholder groups represented on the Steering Group and people representing a wide range of other local activities will be invited to comment on the draft Project Plan and its revisions through the life of the project. A number of individuals will also be welcomed, especially if representing the interests of hard to reach groups in the town.

Specific teams, formed from the membership of the Local Consultative Group, may be required to assist in delivering the Project Plan. The first of these sub-groups will be the Conservation Area Group (chaired by the chair of the Kintyre Civic Society) which will continue its project development work through delivery of the Conservation Area Management Plan.

# **Campbeltown Town Centre Regeneration Project**

## **Proposed Management Structure (membership)**

### **Officer Working Group**

Overall management – Development Policy Manager (Fergus Murray)  
Lead Officer - Conservation Officer (Michael Thorndyke)  
Campbeltown CARS Project Officer (James Lafferty)  
Campbeltown THI Project Officer (To be appointed)  
Campbeltown Town Centre Manager (To be appointed)  
Development Services Finance Manager (Peter Cupples)  
Development Project Manager (Kevin Williams) or  
Development Officer (Paul Convery)  
Roads & Amenities Area Services Manager (Neil Brown)  
Arts Development Officer (Eileen Rae)  
Operation Services Estates Surveyor (Hugh Blake)  
Communication Manager (Linda Syed)  
Legal services Manager (Peter Robinson)

### **Campbeltown Town Centre Regeneration Steering Group**

The Campbeltown Town Centre Regeneration Steering Group will comprise the following members:

3 Campbeltown Councillors Rory Colville, Donald Kelly and John Semple  
Highlands and Islands Enterprise Argyll & the Isles (Various)  
Campbeltown Community Council (Nancie Smith)  
Campbeltown Traders' Association (George McMillan)  
Kintyre Civic Society (Chair, Kate Singleton)  
Kintyre Cultural Forum (Iain Johnston)  
Kintyre Heritage Trust (Shena MacAllister)  
Strathclyde Building Preservation Trust (Chief Executive, Sarah McKinnon)  
Argyll Community Housing Association ACHA (Linda Haig)  
Fyne Homes (New Business Director, Peter McDonald)  
Fyne Homes (Chairman, John Pemble)  
Scottish Government (Investment Manager, David Dowie)

### **Additional Team Members**

Other Argyll & Bute Council officers invited to attend will include:  
Development Management Area Team Leader (Richard Kerr)  
Area Property Officer (James Hamilton)  
Area Community Education Learning & Regeneration Manager (Felicity Kelly)  
Employability Unit Programmes Manager, Special Projects (Jim Paterson)  
Area Private Sector Officer Community Regeneration (Bill Halliday)  
Area Librarian (Sue Fortune)  
Funding Officer Chief Executive's Unit (Arlene Cullum)

### **Officers invited from other Community Planning Partners will include:**

Highlands and Islands Enterprise Argyll & the Isles: Steven Dott, Lucinda Gray and Claire Gibb.  
Fyne Homes: Ailsa Clark

ACHA: Factoring Officer

### **Local Consultative Group**

Examples of potential members include:

Antiquarian Society

Argyll & Bute Building Preservation Trust

Campbeltown Art Club

Campbeltown Development Trust

Harbourmaster

Healthy Living Centre

Long and Winding Way

Kintyre Community website

Picture House

Seniors Forum

SEN Parents Support Group

Volunteer Centre

Woodlands Carers Group

Youth Forum

etc.