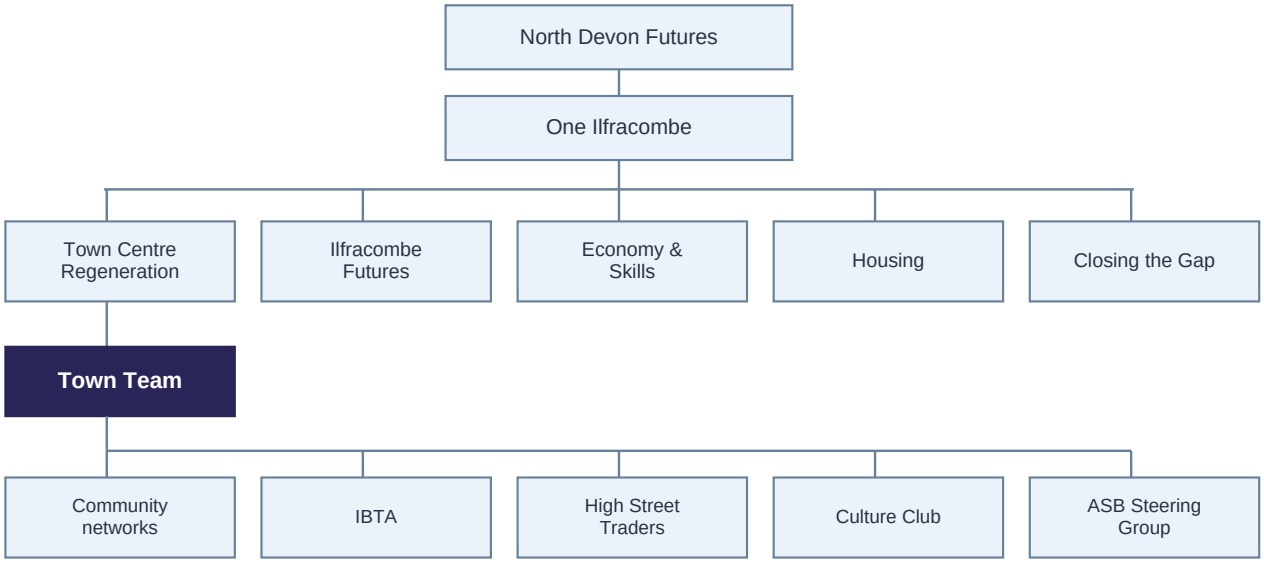
One Ilfracombe Town Team Terms of Reference

Updated: October 2026

Purpose and reporting

The One Ilfracombe Town Team brings together local organisations, businesses, residents and public services to identify and address practical issues affecting Ilfracombe town centre. It coordinates action, shares local evidence and helps deliver improvements for people who live, work, trade and visit there.

The Town Team sits within the One Ilfracombe partnership structure and provides local intelligence, proposals and progress updates to the Ilfracombe Town Centre and Regeneration Group. That group steers the wider regeneration programme on behalf of the One Ilfracombe Strategic Board. The Town Team may recommend priorities or escalation, but it does not commit another organisation to expenditure or make statutory decisions on its behalf.



Objectives

• Improve the appearance, accessibility and welcome of the town centre, including streets, shopfronts, vacant

• Support a safe and inclusive town centre by identifying issues and connecting them with the responsible

• Strengthen collaboration among traders, property owners, community groups, councillors and public bodies.

• Maintain a shared picture of town centre conditions and track whether agreed actions make a difference.

• Identify opportunities for local activity and regeneration projects, and feed them into the wider programme.

Key tasks

• Keep a live action log recording each issue, agreed action, lead organisation, target date and progress.

Membership

The following membership is listed on the One Ilfracombe Town Team webpage. The list will be reviewed at each meeting and updated as representatives change.

Member	Role or representation
One Ilfracombe	
Neil Ingram	Chair; Project Officer
Ilfracombe Town Council	
Laura Donovan	Proper Officer
Gavin Pennington-Ellis	Facilities Manager
Rob Townsend	Town Maintenance Operative
Damian Wilson	Facilities Officer
Lee Dexter	Facilities Officer
Cllr Bert Gear	Town Councillor - Place Champion
Kara Stevens	Communications and Marketing
Cllr Terry Elliott	Town Councillor; Belle's Place; League of Friends of the Tyrrell
Cllr Mel Turnbull	Town Councillor; Ilfracombe High Street Traders; local business owner
Devon County Council	
Cllr Sara Wilson	Ilfracombe Member
Alex Bird	Neighbourhood Highways Officer
North Devon Council	
Georgina Carlo-Paat	Harbourmaster
Naomi Laurenson	Project Officer, Corporate and Community Services
Cllr June Williams	Member for Ilfracombe; Ilfracombe Town Council
Edd Devenney	Supervisor, Waste and Recycling
Mark Langworthy	Environmental Officer and Dog Warden
Mark Watson	Environmental Officer and Dog Warden
Lena Iliffe	Car Parks Manager
Kate Morne	Anti Social Behaviour Lead Officer
Local groups and organisations	
Steve Trebble	Ilfracombe in Bloom
Rachel Hadley	Ilfracombe in Bloom
Tom Harvey	Ilfracombe Gardening Club
Ian Madden	Resident
Gloria Satchwell	League of Friends of the Tyrrell Hospital

Member	Role or representation
Eric Haynes	Resident
Sharon Blackmore	Resident
Barbara Clarke	Events 4 Ilfracombe
Alison Saunders	Ilfracombe and District Business and Tourism Association
Devon and Cornwall Police	
Insp Joey Lester	Section Inspector, North Devon
Sgt Malcolm Kirk	North and West Devon Neighbourhood Team Leader
PCSO Ade Drury	PCSO, Ilfracombe
PCSO Lindsey McDonnell	PCSO, Ilfracombe
Sgt Lucy Robinson	Community Safety
Street Marshals	

Chair and administration

Neil Ingram, One Ilfracombe Project Officer, is the current Chair. The Town Team will review the chair appointment annually. One Ilfracombe will coordinate agendas, meeting notes and the action log. The Chair as coordinator will prepare agendas using submitted issues and the current action log.

The Town Team will normally meet on a 6 weekly basis, with the schedule reviewed to fit the work programme. Meetings may be held in person or online. Additional issue-specific sessions may be convened when needed. Notes will record decisions, actions, responsible leads and deadlines, and will be shared promptly with members.

Accountability and decisions

The organisation that agrees to lead an action remains responsible for its delivery, approvals, budget and compliance with its own procedures. The Town Team works by consensus on its recommendations and shared priorities. Where consensus cannot be reached, the different views will be recorded and the matter referred to the appropriate decision maker. No participant can bind another organisation without its authority.

Interests, information and conduct

Members should declare any relevant financial or other interest when an agenda item is considered. The chair will agree and record how that interest is managed. Members should treat one another respectfully, share information for the agreed purpose, and identify any confidential or personal information before circulation. Public reporting should exclude protected personal or commercially sensitive information.

Review

The Town Team will review these Terms of Reference annually, or sooner if the One Ilfracombe governance structure or its remit changes. Changes should be agreed by the Town Team and confirmed through the appropriate One Ilfracombe governance route.