

TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS

HELD: Tuesday, 17 January 2023

Start: 5.30 pm

Finish: 6.30 pm

PRESENT:

Councillor: K Mitchell (Chairman)

Councillors: D Owen (Vice Chairman) A Blundell
Mrs M Westley

Officers: Gilly Hodgkinson, Economic Development & Regeneration Manager
Ian Goodall, Principle Economic Regeneration Officer
Lisa Ratican, Business Engagement Officer
Helen Peek, Democratic Services Officer

1 APPOINTMENT OF CHAIRMAN

The Democratic Services Officer Opened the meeting and requested Nominations for position of Chairman.

Councillor Kate Mitchell nominated by Councillor. M Westley, seconded by Councillor A Blundell.

All Members in attendance were in favour.

AGREED: That Councillor Kate Mitchel be appointed Chairman of the Shop Front Improvements Task & Finish Group, and take over control of the meeting.

2 APPOINTMENT OF VICE CHAIRMAN

Nominations for position of Vice Chairman were requested.

Councillor Damian Owen nominated by Councillor. M Westley, seconded by Councillor A Blundell.

All Members in attendance were in favour.

AGREED: That Councillor Damian Owen be appointed Vice Chairman of the Shop Front Improvements Task & Finish Group.

3 MEMBERSHIP OF TASK AND FINISH GROUP

AGREED: Members noted Membership of the Task & Finish Group

4 APOLOGIES

Apologies for absence were declared on behalf of Councillors Kevin Wilkie and Maureen Nixon.

5 DECLARATIONS OF INTEREST

There were no Declarations Of Interest Received.

6 TERMS OF REFERENCE

AGREED: That the Terms of Reference set out at page one of the Draft Project Plan be Noted.

7 DRAFT PROJECT PLAN

AGREED: That the Draft Project plan be considered following the presentation at item 9 of the Agenda, to enable a more informed opinion to agree the work and schedule of the Group.

8 INTRODUCTION

The Economic Development & Regeneration Manager, introduced herself, The Principal Economic Regeneration Officer and the Business Engagement Officer, who form the Team of officers supporting the Shop Front Improvements, Task & Finish Group.

9 PRESENTATION

Members received a presentation by the Principal Economic Regeneration Officer and the Business Engagement Officer, providing an overview of the Shop Front Grant Scheme, Funding, research examples of other Councils, points to consider, to make scheme viable, possible identification of specific areas / borough wide, and considerations as to the next steps and delivery timescales.

Questions were raised in relation to the possible areas which could be selected for improvements.

If any other Grant Funding was available to utilise, to assist in the decision process of areas to select.

If the allocated Budget of £50,000 was required to be used by 31 March 2023, or the possibility of declaring commitment of the allocated budget by 31 March 2023, or possibility of rolling the allocated budget over to 2023/2024.

AGREED: That the meeting be deferred for two weeks, and Officers requested:

- A. To seek clarity and report back, regarding the deadlines for which the allocated Budget for Shop Front Improvements must be spent and/or committed.
- B. Research and report back on other Grant Funding available for use, and how this could be incorporated, to give Members a better understanding to consider and agree the scope of the Task.
- C. That the information requested be presented to Members at the meeting on 31 January 2023.

10 **FORWARD PLAN / NEXT STEPS**

AGREED: That the following actions be considered at the next meeting of the Shop Front Improvements Task and Finish Group:

- A. Dates Budget spend and/or commitments confirmed.
- B. Other Grant Funding available, and requirements for access/use be considered for application
- C. Consider be given to the timings and scope of project.
- D. Project plan to be agreed.
- E. Agree Next Steps

11 **DATE OF NEXT MEETING**

AGREED: That the date of the next meeting be held Tuesday 31 January 2023.

