

**TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS**

**HELD: Tuesday, 31 January 2023**

Start: 5.32 pm

Finish: 6.32 pm

**PRESENT:**

Councillor: K Mitchell (Chair)

Councillors: 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

**12 APOLOGIES**

Apologies were declared on behalf of Councillors: D Owen (Vice Chair), M Nixon, and K Wilkie.

**13 DECLARATION OF INTERESTS**

There were no declarations of interest.

**14 MINUTES OF THE PREVIOUS MEETING**

**AGREED:**

- A. That it be noted only business which took place at the meeting held 17 January is recorded within the minutes.
- B. Items deferred for consideration following further research, be included on the agenda for the meeting 31 January 2023.
- C. That the minutes of the meeting held on Tuesday 17 January, be received as a correct record.

**15 PRESENTATION - FINDINGS OF INFORMATION REQUESTED AT PREVIOUS MEETING**

Members received a 'Shop Front Grant Scheme Update' Presentation by the Economic Development and Regeneration Manager.

Presentation covered the tasks Officers were requested to report back on at the

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deferral of the previous meeting:

Timeframe for allocated funding spend (2022/23 financial year or carry forward)

- Any additional funding available
- Procurement requirements
- Legal requirements

Points discusses:

- Timeframe for allocated funding spend (2022/23 financial year or carry forward)
- Any additional funding available
- Length of time to run project, dependant on how the work is procured
- Payment and Monitoring
- Time scales
- Possible locations

Decisions requiring consideration:

- Scope of the project
- Outcomes to be met
- Timescales
- Area to be highlighted
- Levels of funding and number of grants
- Procurement
- Reputational Issues

AGREED: That the following Recommendations to Cabinet be put forward to Corporate and Environmental Overview and Scrutiny Committee for endorsement:

- A. That the £50k Budget provision for 2022/2023 be carried over to 2023/24.
- B. That Businesses considered for utilisation of the shop front improvements funding, be independent businesses.
- C. That following consideration of the 3 independently owned business areas put forward for consideration (*Ormskirk pedestrianised town centre area / Burscough High Street (Liverpool Road) / Ashurst Centre, Skelmersdale*) Ormskirk pedestrianised town centre area be selected area recommended for utilisation of the Shop Front Improvements funding, to create a more welcoming traditional market town, to attract more tourism.
- D. That the selected businesses be in a cluster, but not limited to, to achieve

maximum impact.

- E. That the Head of Wellbeing and Place Services, be delegated Powers to enable the Economic Developments and Regeneration Manager, Principal Economic Regeneration Officer, and the Business Engagement Officer identify a maximum of 25 independent businesses as potential for Shop Front Improvements and advise the Group at the next meeting, for consideration.
  
- F. That the offer of funding be based on 'Matched Funding', consideration of levels to be based on 'Businesses Rateable Charges' Lower rate charges being able to apply for maximum £2k funding and higher rate businesses (eg. double units) able to apply for maximum £5k funding.

**16 DRAFT PROJECT PLAN**

Members noted that deferral of this item from the initial meeting, where the Draft Project Plan was agreed up to and including the Terms of Reference. The item was then moved to consider following the overview presentation of the Lead Officers. Following presentation, Officers were tasked with researching further information, before progressing further.

AGREED: That the Draft Shop Front Improvements Task and Finish Group Project Plan be approved.

**17 FORWARD PLAN/NEXT STEPS**

AGREED:

- A. That the following Recommendations to Cabinet be put forward to Corporate and Environmental Overview and Scrutiny Committee for endorsement:
  - (i) That the £50k Budget provision for 2022/2023 to be carried over to 2023/24.
  - (ii) That Ormskirk pedestrianised town centre area, be selected area recommended for utilisation of the Shop Front Improvements funding, to create a more welcoming traditional market town, to attract more tourism.
  - (iii) That Businesses considered for utilisation of the shop front improvements funding, be independent businesses.
  - (iv) That Delegated Powers be given for the Head of Wellbeing and Place Services, for the Economic Development and Regeneration

Manager, Principal Economic Regeneration Officer and the Business Engagement Officer identify a maximum of 25 independent businesses as potential for Shop Front Improvements and advise the Group at the next meeting, for consideration.

(v) That the offer of funding be based on 'Matched Funding', consideration of levels to be based on 'Businesses Rateable Charges' Lower rate charges being able to apply for maximum £2k funding and higher rate businesses (eg. double units) able to apply for maximum £5k funding.

B. That the Task and Finish Group Project be spread over twelve months

C. That there be five meetings of the Task and Finish Group throughout the twelve months (including meetings 1 & 2).

D. That the Project Plan be updated.

18 **DATE OF NEXT MEETING**

AGREED: That the date of the next meeting be held Tuesday 21 March 2023, at 17:30 hours, via Teams.