

LEIGHTON-LINSLADE TOWN COUNCIL

PARTNERSHIP COMMITTEE

30 AUGUST 2012

PARTNERSHIP COMMITTEE STRUCTURE

**1. Background**

1.1 At the last meeting of the Partnership Committee held on 31 May 2012, a member raised concerns about the structure of the Partnership Committee.

1.2 It was resolved that officers review the Committee structure.

**2. Review of Task and Finish Groups and Sub-Committees**

2.1 Officers have now had the opportunity of reviewing the existing Task and Finish Group Partnership Committee structure which has recently consisted of :

2.1.1 **Town Centres Task and Finish Group** – Terms of Reference - To work with outside bodies across the Parish, particularly those with an interest in the retail sector, to actively participate in the 6-week consultation process regarding draft Development Briefs for Land South of the High Street and at Bridge Meadow and to bring their findings to the Partnership Committee by the end of the consultation period.

2.1.2 **Big Plan II Projects Sub-Committee** – Terms of Reference - To assess the cost and viability of proposals contained within Big Plan II and to compile a list of priorities to be achieved within the next four years.

2.1.3 **Markets Task and Finish Group** – Terms of Reference – To develop a project to support start up businesses in Leighton Buzzard and Linslade, utilising the Market to trial trading.

2.1.4 **Economic Development Task and Finish Group** – Terms of Reference –

- To develop a list of the key strategic employers in the town and develop a joint engagement plan for them
- To get at least 200 companies in the area engaging with “Let’s Talk Business” to allow for tailored information to be channelled to them
- Identify and encourage 4 local businesses to participate in the Pilot 10 Programme 2012-13
- Identify and encourage 10 local businesses to participate in Business Timebank activities
- Develop a programme of training support for local businesses
- Identify empty commercial property in the area and work with Commercial Property Agents to encourage inward investment into those properties
- Deliver one Business Breakfast in the town

2.1.5 **Signage Task and Finish Group** – Terms of Reference - To undertake a detailed signage study and bring recommendations back to the Partnership Committee

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- 2.2 In addition to the above, under the Town Council's Policy and Finance Committee, there is also :
- 2.2.1 **Markets Task and Finish Group** – Terms of Reference - To assist the Town Clerk with developing a business case and project plan for the running of the street market.
- 3. Proposed Changes**
- 3.1 The review noted that there was some overlap in the remits of the different Sub-Committees and Task and Finish Groups, particularly in the areas of the street market and economic development.
- 3.2 The **Town Centres Task and Finish Group** has now completed the task.
- 3.3 The **Big Plan II Projects Sub-Committee** has arranged its meetings with a theme of one section of Big Plan II for each meeting only. The last meeting is scheduled to be held on 19 February 2013 when the task will be completed.
- 3.4 The **Signage Task and Finish Group** has now completed the task.
- 3.5 The Policy and Finance Committee's **Markets Task and Finish Group** has completed its task.
- 3.6 This leaves the **Economic Development Task and Finish Group** and the Partnership Committee's **Markets Task and Finish Group**.
- 3.7 It is recognised that these two groups could be brought together under an **Economic Development Sub-Committee** which could have a wider remit. The draft Terms of Reference to be as the existing Task and Finish Groups but with additional remit to :
- 3.7.1 *Support Central Bedfordshire Council's Economic Development Plan in relation to Leighton-Linslade.*
- 3.7.2 *Consider, propose and promote projects which encourage greater economic development in Leighton-Linslade.*
- 3.7.3 *Review and develop town centre strategies to encourage greater use of the town centre to maintain and enhance vitality and viability.*
- 4. Recommendations**
- 4.1 **Amalgamate the Partnership Committee's Economic Development and Markets Task and Finish Groups into an Economic Development Sub-Committee.**
- 4.2 **Consider Terms of Reference.**
- 4.3 **Appoint members to the new Sub-Committee.**
- 4.4 **Agree a date for the first meeting.**

Report Author : Pat Kingsnorth, Town Clerk