

**PARTNERSHIP COMMITTEE – 21 MARCH 2013
WORK PLAN (INCORPORATING KEY TARGETS 2012-2013)**

Mission Statement

To develop services and local initiatives which improve the quality of life of the townspeople of Leighton Buzzard and Linslade.

Principal Aims

Leighton Linslade Partnership Committee (comprising Leighton-Linslade Town Council and Central Bedfordshire Council) will serve its community by :

- effectively delivering a range of public services - either directly or by supporting local organisations or other providers
- actively pursuing its representational role

Beliefs and Values

In carrying out its principal aims, the Partnership Committee will be guided by the following principles:

- Integrity that it will always act impartially and will adopt a positive approach to resolving issues
- Commitment to consult widely and to listen to ideas
to work together with all sections of the community
- Staff Development to encourage and assist staff to reach their full potential
to promote a culture of continuous improvement
- Financial Prudence the concept of Value for Money
- Community Driven that it will always act in a responsive way to the needs of the community.

Activity description	Owner/ provider	Target	Progress	RAG
Strategic Priority A : Promote projects in Big Plan II.				
Big Plan II	Big Plan II sub committee LLTC	Deliver projects	Currently under review, with viability to be determined	
Strategic Priority B: Neighbourhood Plan				
Explore the role of a Neighbourhood Plan to ensure appropriate development in leighton Linslade	Partnership Committee LLTC (Planning Committee) /CBC	Decide relevance to Leighton Linslade	Discussions held with CBC to determine usefulness of a Neighbourhood Plan to Leighton-Linslade. Planning Committee to keep under review.	
Strategic priority C Ensure full use is made of S106 monies to support the implementation of the Big Plan II				
Review and utilise 106 monies to develop infrastructure identified in the Big Plan	Big Plan II Sub- Committee Economic Development Sub-Committee LLTC/CBC		Awaiting confirmation of details of potential Section 106 funding for town centre projects from the Grovebury retail park developments.	
Strategic priority D Embrace the emerging Central Bedfordshire Council Town Centre Master Plans;				
Support and encourage new initiatives to improve the vitality and viability of Leighton Buzzard and Linslade town centres.	Partnership Committee LLTC/CBC		Update given by CBC October 2012. Partnership Committee agreed to produce a Town Centre strategy and Action Plan. Community Forum discussed town centre on 9 February 2013. Town Marketing report to Economic Development Sub-Committee on 7 March 2013.	

Activity description	Owner / provider	Target	Progress	RAG
Strategic Priority E: Engage with the existing business community to accelerate growth encourage new businesses to locate in Leighton-Linslade				
Identify and encourage Leighton Buzzard Businesses to participate in the Pilot 10 Programme 2012/13	LLPC Development Committee CBC Economic Sub	4	1 signed up Evaluating the initiative given the feedback from the initial programme	
Identify and encourage Leighton Buzzard Businesses to participate in Business Timebank activities	LLPC Development Committee CBC Economic Sub	10	10 sessions completed	
Develop a project to support start up businesses in Leighton Buzzard utilising the Market to trial trading	LLPC Development Committee LLTC Economic Sub			
Let's Talk Business	LLPC Development Committee Economic Sub	200 businesses participating	36 businesses signed up . Will circulate e shor to 600 businesses using the Business Link data	
a) Identify empty commercial property within the Leighton Buzzard Area and work with b) Commercial Property Agents to encourage inward investment into those properties	LLPC Development Committee CBC Economic Sub		Monitoring ongoing figures for February will be reported to the March Ec Dev sub committee	
Develop a programme of training support for local businesses	LLPC Development Committee CBC Economic Sub		Business Clinic arranged for 26 April	

Activity description	Owner/ provider	Target	Progress	RAG
Develop a presentation (including a video) for key business groups around future developments in the town	LLPC Economic Development Committee Sub CBC		Committee agreed to financially support. CBC progressing	
Support Central Bedfordshire Council's Economic Development Plan, in relation to Leighton-Linslade	LLPC Economic Development Committee Sub CBC		Aspects relevant to LL are captured within this Workplan.	
Consider, propose and promote projects which encourage greater economic development in Leighton-Linslade	LLPC Economic Development Committee Sub LLTC		Summer Sundays being trialled in 2013	
Review and develop town centre strategies to encourage greater use of the town centre to maintain and enhance vitality and viability	Partnership Committee LLTC		Agreed to produce strategy and Action Plan – community forum meeting 9 February – theme is town centre	
Spring networking event	LLTC	60 businesses attending	Networking event arranged for 17 April at Mentmore Golf Club – continue to promote attendance at local networking groups.	
Strategic priority F Ensure Sporting and recreational facilities for the benefit of the wider community				
Support the provision of sporting and recreational facilities at Astral Park	Partnership Committee LLTC / CBC		Planning application for new building at Astral Park submitted with community room included. Town Council providing funding of £20,000 for new Tennis Clubhouse on Mentmore Road Park.	
Strategic priority G Work in partnership on major transport and parking issues				
Support the Station Travel Plan	Partnership Committee CBC/LLTC		Parking measures agreed for several areas of Linslade affected by commuter parking – yellow lines/resident's permit zones to be implemented by end of March 2013	

FORWARD PLAN

Meeting Date	Work Plan
31 May 2012	
30 August 2012	Update on Economic Development Plan. Update from CBC on Sustainable Transport Fund. Consideration of Committee structure. Update on free bus travel and/or parking for Saturdays in December leading up to Christmas. Update on town centre public address system. River clearance update. Business groups update. Portas Pilot bid update. Signage update.
25 October 2012	Consider use of a "Partnership Committee" logo Update on Economic Development. Planning for 2013-2014 budget. 'A' Boards, tables on footways – delegation to Town Council Economic Development Market Programme update 2013-14 Budget
13 December 2012	Update on Economic Development. Community Forum update. Signage update. Street furniture. Calendar of Meetings 2013-2014.
7 February 2013	Update on Economic Development. Update on the first Community Forum event planned for 9 February 2013. Update on proposed Business Networking event in Spring 2013. Report on the 2012 Christmas Festival and consideration of 2013 arrangements. Review Committee budget for 2012-2013 and consider projects for 2013-2014.
21 March 2013	Update on Economic Development. Big Plan II review Update on the first Community Forum event planned for 9 February 2013. Update on proposed Business Networking event in Spring 2013.

PARTNERSHIP COMMITTEE

TERMS OF REFERENCE

Purpose

- 1 To serve as a partnership forum for all those involved in initiatives impacting on the Parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centre.
- 2 To set the broad direction of the partnership, taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.

Objectives

- 3 Work towards improving the economic, social, environmental and cultural vitality of Leighton Buzzard and Linslade.
- 4 Prepare and maintain a Town Centre Strategy and Action Plan to help and encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council.
- 5 To deliver the Big Plan, recognising the context of the Local Development Framework and related planning processes including:
 - informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs;
 - consulting, co-ordinating and communicating the infrastructure needs of Leighton Buzzard and Linslade to the relevant local authorities; and
 - working in partnership with relevant bodies to achieve the delivery of new infrastructure.
- 6 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the town centre including:
 - identifying appropriate funding opportunities for the furtherance of town initiatives;
 - undertaking and co-ordinating marketing and promotional work for the town centre; and
 - leading on all matters relating to the physical environment of the Town e.g. Christmas lights, floral displays, hanging baskets etc.
- 7 Establish sub-committees and task groups to progress/deliver specific proposals in town development strategies.

Membership:

- 8 The core membership to comprise 5 Central Bedfordshire Council appointed Councillors and 5 Leighton-Linslade Town Council appointed Councillors.
- 9 Representatives of local interest groups will be invited to attend its meetings as non-voting members.
- 10 CBC Councillors should be from wards within Leighton-Linslade, or immediately adjacent to.

11 All Councillors should have the interests of the town as their main priority, not their own wards.

Chairman:

12 The Chairman and Vice-Chairman shall be elected from and by the Committee's core membership.

13 The elected Chairman and Vice-Chairman will hold the post for a period of one year, after which they will stand for re-election.

Secretariat:

14 Leighton-Linslade Town Council administers the Committee, which is governed by the Town Council's Standing Orders.

Decision-making arrangements:

15 The annual budget shall be developed by the Committee and recommended to the Town Council and Central Bedfordshire Council for approval, only where Central Bedfordshire Council makes funding available in any financial year.

16 Thereafter, the Committee will make decisions at its meetings. Decisions will be made by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chair having the casting vote if the vote is equal.

17 The Committee will delegate operational decision-making to smaller working groups as necessary and appropriate.