



SOUTHSIDE WORKING PARTY

Date: 7 February 2022

Title: Purpose and objectives, and meeting timetable

Purpose of the Report:

To consider the purpose and objectives of the group and the delivery timetable to achieve them

Contact Officer:

Vivien Cannon, Head of Cultural and Economic Services

Corporate Objective/s	LLTC Five Year Plan Vibrancy and Vitality of The Town Centre:
Implications:	
Financial	No
Human Resources	No
Operational/Service delivery	No
Procedural/Legal	Amendments to the purpose, objectives and meeting timetable will be for recommendation to Policy and Finance Committee
Risk/Health and Safety	No
Environmental Aims	No

1 RECOMMENDATIONS

1:1 To receive and consider a communication from Cllr Owen on the Working Party's objectives and recommend any agreed amendments to Policy and Finance Committee for endorsement.

1.2 To receive and consider the amended timetable of meeting dates to Policy and Finance Committee for endorsement.

2. TERMS OF REFERENCE

2.1 The terms of reference and timetable of meetings was endorsed by Policy and Finance Committee (PF) at its meeting on 22/11/21 (ref.297/PF), and is provided below:

South Side Working Party – proposed Terms of Reference:

Reporting to:

Town Council Policy & Finance Committee

Reports/minutes may also be presented to L-L Partnership (Joint) Committee for information

Purpose:

To continue the work started by the Land South of High Street Task & Finish Group by liaising with the local authority on plans to develop the whole of the site, as part of the regeneration project led by Central Bedfordshire Council for this site, and to liaise with third parties to further investigate the requirements and viability of a number of community facilities for the town, potentially to be sited on land south of the High Street or for consideration in relation to other sites/repurposing of existing buildings.

Membership:

Town Councillors C Palmer, S Jones, T Morris, A Dodwell, F Kharawala, S Owen, R Goodchild, M Freeman, V Harvey and one member of the Labour group.

Non councillor members may be appointed (S.O. 4k)

Group need not be subject to proportional representation if the appointing body agrees otherwise (S.O. 4k)

Meetings, Agendas and Minutes:

Not required to be published or open to the public (S.O. 4); however unless deemed confidential, minutes will be published as part of the Policy & Finance Committee agendas.

Duration:

The need for a Task & Finish group or working party will normally be reviewed after six months (S.O. 4m). In this case, Committee may wish to approve a longer period as set out below, prior to further review.

2.2 Subsequent to the endorsement of the above terms of reference, Cllr Owen submitted some discussion points on the working party's objectives with the request that the group give consideration to them at its first meeting. Cllr Owens communication is attached at **Appendix A**.

3 MEETING TIMETABLE

3.1 A revised timetable of meetings has been prepared at the request of Members for consideration at the first meeting. It includes three additional meeting dates (shown in italics) that fit into the existing and proposed list of Council meetings. Members are asked to consider the revised timetable and listed with consideration to existing council service delivery commitments.

3.2 The revised timetable of meetings is below:

Date	Focus of discussion	Possible invitees	Minutes to:
Monday 7 February 2022 <i>(Agenda out 28 Jan)</i>	Arts & Culture – to better understand the CBC research study scope and timescales towards the creation of their Cultural Strategy	Central Bedfordshire Council (Rechelle Dua)	P+F Committee 28 February 2022 <i>(Agenda out 18 Feb)</i>
Monday 7 March 2022 <i>(Agenda out 4 March)</i>	<i>Heritage centre requirements and viability</i>	<i>The Culture Trust, Luton Bedfordshire Archives Service LB & District Archaeological & Historical Society</i>	P+F Committee 11 April 2022 <i>(Agenda out 1 April)</i>
Thursday 21 April 2022 <i>(Agenda out 8 April)</i>	Council accommodation – potential future requirements	Central Bedfordshire Council customer service, LLTC and TACTIC, other youth services providers?	P+F Committee 20 June 2022 <i>(Agenda out 10 June)</i>
Monday 23 May 2022 <i>(Agenda out 13 May)</i>	<i>Performance space – (performing arts) better understanding of current availability and future requirements Possible CBC survey results?</i>	<i>Arts Forum, local drama/music/dance/ groups, Library Theatre, CBC</i>	P+F Committee 25 July 2022 <i>(Agenda out 15 July)</i>
Monday 18 July 2022 <i>(Agenda out 8 July)</i>	Policing – current and future requirements	Community policing team, Chief Constable, PCC, MP?	P+F Committee 19 September 2022 <i>(Agenda out 9 Sep)</i>
Monday 10 October 2022 <i>(Agenda out 30 Sept)</i>	General public/community /conference space	Clubs, interest groups, business groups. - CBC data on community venues?	P+F Committee 14 November 2022 <i>(Agenda out 4 Nov)</i>
Monday 14 November 2022 <i>(Agenda out 4 Nov)</i>	<i>Business incubator facility – general or specialist theme, e.g. creative businesses</i>	<i>CBC business services, creative network reps.</i>	P+F Committee 23 January 2023 <i>(Agenda out X Jan)</i>
Monday 9 January 2023 <i>(Agenda out 30 Dec)</i>	TBC		P+F Committee 27 February 2023 <i>(Agenda out 17 Feb)</i>

Monday 13 March 2023 (Agenda out 3 March)	TBC (22/11/21, 297/PF) <i>The need for a Task & Finish group or working party will normally be reviewed after six months (S.O. 4m). In this case, Committee may wish to approve a longer period as set out below, prior to further review.</i>		P+F Committee 17 April 2023 (Agenda out 7 Apr)
TBC July 2023 (Agenda out)			P+F Committee TBC July/Sept 2023 (TBC Agenda out Apr)

4 CONCLUSIONS

3.1 Any proposed amendments to the terms a of reference and meeting timetable will need to be recommended to Policy and Finance Committee for endorsement.