

Decision under Delegated Powers

Officer Requesting Decision

Team Leader: Regeneration and Economic Development

Officer Making the Decision

Head of Planning and Regeneration

Recommendation

That the terms of reference and schedule of membership for the establishment of a Loughborough Town Team attached at Appendix A is approved.

Reason

To provide an effective framework for the engagement of key stakeholders in the delivery of the Loughborough Town Centre Masterplan.

Authority for Decision

Cabinet on 12 April 2018 adopted the Loughborough Town Centre Master Plan 2018 and further resolved that a stakeholder reference group be assembled comprising representatives of town centre businesses, transport undertakings, user groups, specialist interest groups and public sector partners. (Minute 17/18: 120)

The purpose of the reference group was to provide a forum for regular and continued engagement with organisations involved in the delivery and consumption of town centre services to assist in the implementation of the master plan and to raise awareness and understanding of emerging issues in a timely manner.

The delegated decision defines the terms of reference for the effective operation and management of the reference group to be titled the "Loughborough Town Team" and sets out the schedule of members.

Decision and Date



20 July 2018

Background

Policy Context

The Corporate Plan 2016 – 2020 is committed to the creation of a strong and lasting economy in Charnwood. In support of that overarching commitment the plan aims to support initiatives which will help our towns and villages to thrive and specifically calls for the preparation of a new and revitalised town centre masterplan for Loughborough.

The Corporate Plan is committed also to the delivery of excellent services through maintaining a focus on customers' and residents' needs. That theme includes engagement with customers and acting on their concerns.

Customer and Partner Engagement

The Corporate Plan's commitment to the refresh of the original Loughborough Masterplan, adopted in 2007 has been discharged with the adoption of the new masterplan. That plan had been prepared in close consultation with organisations and individuals who have previously been engaged through the original Loughborough Town Team, the Love Loughborough Partnership established by the Business Improvement District Company and representatives of public and private sector agencies responsible for the delivery of services within the town centre.

Engagement with partners involved in business and front line services has been crucial in ensuring that the emerging plan has been well grounded in local issues and challenges and therefore better placed to pursue specific interventions and initiatives to sustain and improve the town centre.

It is acknowledged within the masterplan that the Council has neither the capacity nor the resources to deliver the plan acting alone. The success of the town centre in an increasingly challenging market will require the co-ordinated and co-operative effort of a wide range of agencies and organisations across a broad front.

To facilitate that partnership it is necessary that the expertise, knowledge and investment capacity provided by local stakeholders should continue to be engaged to assist in the delivery of the masterplan and to maintain an effective channel for communication to recognise and address new challenges and opportunities as they emerge.

The terms of reference, attached at Appendix 1 clearly define the purpose, objectives and remit of the Town Team; they do not seek to establish an additional layer of bureaucracy, rather they aim to facilitate an active partnership of leading stakeholders with a strong focus on business success.

The membership schedule reflects that focus on business with strong representation from the local business community and their representatives supported by key service delivery partners. The seats allocated to BID levy

payers will be open to nomination from the BID Board or co-opted from the general BID membership.

To afford a degree of flexibility to address new and emerging issues the opportunity is retained to co-opt additional members where the team is in need of new skills, expertise or experience in tackling its existing remit or responding to new challenges.

Financial Implications

There are no financial implications arising from this decision.

Risk Management

No specific risks have been identified with this report.

Key Decision:

No

Background Papers:

Loughborough Town Centre
Masterplan (March 2018)

Appendix A: Terms of Reference

Loughborough Master Plan (2018) Reference Group: Terms of Reference

Title: Loughborough Town Team

Membership See Schedule 1

Purpose

1. To act as a representative consultative forum on matters of relevance to the regeneration, development and management of Loughborough Town Centre (as defined by the eight character areas identified in the Master Plan).
2. To act as a reference group to consider and comment on the delivery of the Loughborough Town Centre Master Plan and related relevant delivery documents.
3. To work with the Council and its partners to assist in implementing the Town Centre Master Plan, development briefs and other relevant documents or reports.
4. To act as a 'Critical Friend' by delivering constructive criticism and praise.

Objectives

1. To foster strong community and business leadership in partnership with the Borough Council,
2. To sustain and enhance Loughborough Town Centre as a vital and viable centre with the capacity to attract investment and increase footfall.
3. To ensure that the Town Centre remains accessible by all modes and provides a safe, comfortable and attractive place to live, work and visit,
4. To encourage the development and growth of businesses, supporting services and amenities for the benefit of the community and visitors
5. To identify and promote investment opportunities and encourage economic development

Remit:

1. The team will act as a reference group to comment and advise upon the implementation of the Town Centre Master Plan.
2. The team will be consulted on all major planning applications that affect the town centre area.
3. The team will be kept informed of current developments, plans and proposals bearing upon the Town Centre and will consider these in the light of the aspirations and vision as

laid out in the Master Plan

4. Members of the team will be required to register declarations of interest where matters under consideration give rise to personal or financial interests which could prejudice that member's ability to act in an entirely impartial and non-prejudicial manner. In such circumstances the member will be expected to withdraw from the meeting and remove themselves from the room for the duration of the debate.
5. The team is not a decision making body but will proceed by way of discussion and consensus where possible.
6. The team will be a consultative body where individual members can bring matters on which they would like to inform the team or seek views from the team. This will include matters relating to policy or proposals of any of the team members of relevance to the Town Centre on which the other members may be expected to have an interest or a view.
7. The team will provide a forum for information and advice to be shared and exchanged.
8. The team will offer advice to parent bodies of team members of which account may be taken as appropriate by those bodies in discharging their own functions and responsibilities.

Administration

1. Meetings will be held at least quarterly, but also when the need arises in relation to pressing matters of interest which need discussion by the Team.
2. The Team shall comprise nominated representatives of each organisation, with a nominated substitute to attend in the absence of the main representative.
3. Meetings will be held at accessible venues in Loughborough.
4. A secretary will be appointed by the Town Team who will be responsible for the production and distribution of minutes and agendas.
5. The team may call upon the Head of Planning & Regeneration to assist with agendas and to ensure that members are fully informed in good time before meetings.
6. Meetings of the team will be chaired by a member elected from within the team.
7. Officers of the Borough Council will attend the meetings in a support and advisory role as required.
8. Other organisations/representatives will be invited to attend for specific matters as necessary.
9. A sub-committee of up to 7 members (5 as a quorum) will meet as required to consider specific planning applications or proposals in relation to their impact on the town centre and compliance with the Master Plan. The advice or

consensus from this sub-committee will be reported to the following full meeting. The opinions will be passed with comments to the relevant body.

July 2018

Schedule 1 – Town Team Membership

-) Charnwood Borough Council – Cabinet Lead Member for Planning and Inward Investment & Tourism Strategy
-) Charnwood Borough Council – Cabinet Lead Member for Loughborough
-) Leicestershire County Council – (Highway Authority)
-) Leicestershire County Council – (Economic Growth)
-) Leicester and Leicestershire Enterprise Partnership (LLEP)
-) Leicestershire Police Authority
-) Love Loughborough BID (Chair)
-) Love Loughborough BID (Manager)
-) Loughborough Chamber of Trade and Commerce
-) Federation of Small Businesses
-) Market Traders Federation
-) Arriva Midlands
-) Kinchbus

Plus 6 BID Levy payers (to be nominated)

Additional partners may be co-opted into membership with the approval of the chair where there is a need to refresh the team or access particular expertise or experience.

Officers of Charnwood Borough Council will attend as required in an advisory capacity.