

FLINTSHIRE COUNTY COUNCIL
ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE



PROJECT PLAN FOR REVIEW OF TOWN CENTRES AND HIGH STREETS

<p>TERMS OF REFERENCE</p> <p><i>Set specific objectives.</i></p> <p><i>Be clear as to what is, and, as importantly, what is not, included in the topic.</i></p>	<p>To look at the positive aspects of town centres and high streets and identify areas for improvement</p> <p>Outcome required:- to gain an understanding of the current situation for each of the Town Centres/high streets and make recommendations to fill the gaps.</p>
<p>EVIDENCE GATHERING</p> <p>➤ Documents <i>What? Why?</i></p>	<ul style="list-style-type: none"> • Future of High Streets - Progress since the Portas Review • National Assembly for Wales Enterprise & Business Committee – Regeneration of town centres • 21st Century High Streets: A new vision for our town centres – British Retail Consortium • National Review of Town Centres External Advisory Group Report: Community and Enterprise in Scotland’s Town Centres – • Flintshire Markets Developing the Future - Executive Summary • Data on vacant premises, footfall, etc • Open for Business Scheme – Business Rates Guidance • Business Rates – New Developments Scheme • Supporting High Streets and Town Centres – Background note 6 December 2013

<p>➤ Internal Contributors <i>(Both Members and officers) Who? Why?</i></p>	<p>Cllr Matt Wright, Chair of Environment O & S Committee Cllr Paul Shotton, Vice Chair of Environment O & S Committee Members of the Environment O & S Committee Cllr Derek Butler, Cabinet Member Elected Members David Heggarty, Niall Waller Business Rates – relevant officer Housing Planning Director of Environment Social Enterprise lead</p>
<p>➤ External Contributors <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.) Who? Why?</i></p>	<p>Town Mayors, Community Council Chairs, Town Clerks & Town Centre Managers Town & Community Councillors Business Leaders in main towns Town partnerships Landlords Citizens of Flintshire</p>
<p>➤ Site Visits <i>Where? Why?</i></p>	<p>To be agreed</p>
<p>➤ Consultation/Research/Other Methods <i>Why? What? Who?</i> <i>Does the Committee wish to publicise its review by issuing a Press Release and possibly invite views?</i></p>	<p>To be agreed</p>

<p>FORMAT OF MEETINGS</p> <ul style="list-style-type: none"> ➤ Venue of Meetings <i>Can they be held in the community?</i> ➤ Frequency of Meetings ➤ Co-options <i>Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?</i> ➤ Member Involvement <i>Full Committee, task and finish working group or individual or paired Members to drive the review.</i> 	<p>Mini Scrutiny Event suggested</p>
<p>TIMESCALES FOR REVIEW <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i></p>	
<p>FOLLOW UP <i>What happens next? Should a Press Release be issued drawing attention to the Committee's report? Monitoring/progress reports?</i></p>	
<p>LESSONS LEARNED <i>Review the complete process. What went well, what did not go quite so well and what can be learned for future reviews?</i></p>	

Please note that during the course of the review, the Overview & Scrutiny Facilitator will update this document when necessary. However, it should be as accurate as possible from the start of the review and any changes to this document must be approved by the full Committee.