

Additional Item

REPORT

To: Economic Development Committee		Subject: TOWN CENTRE INITIATIVES: MINUTES OF BOARD MEETING AND PROGRESS REPORT
From: DIRECTOR OF PLANNING & ENVIRONMENT		
Date:	Ref:	

1 Purpose of Report

1.1 To report to members on progress by Town Centre Initiatives Ltd. as outlined in the Service Level Agreement 2000/2001

2 Background


2.1 As members will recall from previous committee reports, TCI has recently undergone a review and restructuring of its Strategy and Operating Plans, which plans having been incorporated within the Service Level Agreement with North Lanarkshire Council regarding the allocation of £91,000 towards running and project development costs in 2000/2001.

2.2 Attached at appendix one are the minutes of the Board Meeting of 4 May 2000 for members' information.

2.3 Attached at appendix two is the TCI Manager's monitoring report on progress to 31 October 2000

3 Recommendation

Members are asked to note the contents of this report.

for 
David M Porph
Director of Planning and Environment

For further information contact Teresa Lavery, Senior Economic Development Officer (Project Development) 01236 616244

TOWN CENTRE INITIATIVES LTD

MINUTES OF MEETING OF BOARD OF DIRECTORS
HELD IN CIVIC CENTRE, MOTHERWELL ON
THURSDAY 4 MAY 2000

Present:

Chris Ormerod (Chair)	Catriona Blythe
Anne Clyde	David Stephenson
David Porch	Stewart Jamieson
Catherine Stitt	J.A.Rennie
Cllr. Harry Curran	

In Attendance:

John Halpin	Teresa Lavery
David McLennan	Jack Duffy
Sheila Walker (minutes)	
Chris Rowland	EDI
Neil Bradbury	EDI

1 Previous Minutes

These were approved.

2 Matters Arising

- (i) Planning Advice Note - This will be discussed at future meeting.
- (ii) Service Level Agreement - Document drafted and will be signed by the Chairman and D. Porch once the updated Operating Plan has been accepted.
- (iii) Hanging baskets in the form of umbrella stands going into town centres and detailed discussion is presently taking place between Community Services & Planning Dept. on locations, particularly in Kilsyth to ensure there is no interference in the historical aspect. Additional environmental improvements are also planned for Kilsyth. It is anticipated that the baskets should be in place in several town centres by mid-June. D.Porch stated that resources from NLC capital programme will be approved shortly for work in town centres.
- (iv) White House/Fresh & Fruity buildings – Strathclyde Building Preservation Trust will provide information on the current position at the Kilsyth Town Centre Forum meeting on 8 May.
- (v) Christmas trees, lights etc. – discussions are ongoing.

3 Financial Report

- 3.1 Financial report will be circulated to be formally authorised at the next meeting.

4 Summary Report

- 4.1 The summary report was tabled to inform the Board of progress made and successes achieved. John Halpin addressed the three sections of the report, and gave additional detail to some of the issues outlined. The Chairman suggested that, due to the enormous range of issues, the report merited in depth discussion which would help TCI and its partners go forward. Agreed that it would be beneficial to have an Issues Paper prepared and discussed at the next meeting.

5 Operating Plan

- 5.1 The Operating Plan has been updated by Teresa Lavery and TCI Managers, and focuses on the priorities for next year. Projects will have measurable outcomes which can be monitored by the Managers as well as the Board. By demonstrating to the Council what is being undertaken, resources can be released to TCI under the Service Level Agreement.
- 5.2 The Chairman commended the efforts of TCI staff over the last year and this was supported by the Board.

6 Staff Contracts

- 6.1 Teresa Lavery recommended that the Board offer fixed-term 3 year contracts to its staff under existing conditions of employment, i.e. until end of May 2003. Discussion raised the following issues:
- TCI will continue to seek to attract additional funding, e.g. Landfill Tax and partners.
 - NLC commitment to funding remains unchanged. However, TCI should demonstrate 'best value' to ensure commitment to funding and gain the support of elected members, who are informed by the circulation of TCI minutes through the Economic Development Committee.
 - TCI must endeavour to get itself known to the Council as a whole, including elected members. David Porch stated that Councillors are aware of the company and what it is doing. He also stated that NLC is moving to a 3-year revenue and capital planning process.
- 6.2 The Board agreed to accept the recommendation.

7 Participation and Partnership Study

- 7.1 Chris Rowland and Neil Bradbury presented their findings prior to the issue of the final report which will be submitted to the Board.
- 7.2 A brief discussion took place on some of the items in the presentation, e.g. future shape of town centre forums, reporting structure etc.

7.3 The Chairman highlighted the opportunity presented by the findings in EDI's Study to move TCI forward and to foster a working partnership with NLC/SEL and the private sector.

7.4 The final report is eagerly awaited by the Board, and it is hoped that this will be received by the end of May. Thereafter it is intended to progress the implications of the study in a positive fashion.

7.5 Meantime, the Issues Report will focus discussion at the next meeting on putting together a framework of action.

8 A.O.C.B.

- a) Town Centre Management conference is being held in London. Cost is estimated to be around £8/900, including subsistence and travel. John Halpin and Chris Ormerod will discuss the possibility of a member of staff attending.
- b) Scottish Association of Town Centre Management – meetings are held bi-monthly on a rota basis and it is proposed that TCI host the November meeting. This was agreed.

9 Date of Next Meeting

Thursday 10 August 2000 at 2 pm in Fleming House, Cumbernauld.

TOWN CENTRE INITIATIVES

To: BOARD OF DIRECTORS		Subject: TOWN CENTRE INITIATIVES LTD PROGRESS REPORT
From: PROJECT MANAGER		
Date: 31 October 2000	Ref: TCI/JH/SW/1.0.2.	

1 Purpose of Report

To update members of the Board on progress to date as well as highlighting ongoing issues yet to be resolved.

2 Background

As part of the information process previously established, the enclosed is provided to advise members of progress being made as well as issues outstanding.

3 Recommendation

Members are asked to note the details contained in this report.

Report by: John Halpin. Project Manager

Approved as
Agenda item by: Chris Ormerod, Chairman.

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ACTION PROGRAMMES - PROGRESS TO DATE

- ◆ E.T.F. Project in Cumbernauld commenced. Work ongoing.
- ◆ Successful S.T.E.P. placement. Student worked well and completed project.
- ◆ Town Centres Retail Database now established.
- ◆ Awareness programme commenced re. anti-littering.
- ◆ Events for town centres now becoming a regular reality.
- ◆ Stronger links developed between T.C.I./N.L.C.
- ◆ Identity/branding progressing positively.
- ◆ Additional funding achieved for Bellshill anti-flyposting campaign.
- ◆ Additional Christmas lights/funding obtained for Motherwell town centre.
- ◆ Ongoing support, guidance and direction to Town Centre Forums.
- ◆ Liaison with Community Theatre Group to generate innovation and additional interest in anti-littering.
- ◆ Town Centres further up many agendas (I think!)
- ◆ More common themes with N.L. CCTV re. community safety, radio link systems, retail crime etc.



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ISSUES

- ◆ Role and structure of company – including Board and Forums.
 - ◆ Links with others.
 - ◆ Recognition of link and value of T.C.I. to the Council, across departmental boundaries, to assist whole process of town centre activity.
 - ◆ Need for stronger partnership working.
 - ◆ Funding.
 - ◆ Ravenscraig
 - ◆ Training and awareness – Staff, Board, Forums.
 - ◆ Safety, security, retail crime, drugs – town centre implications.
 - ◆ Communications
 - ◆ Co-ordination and flexibility.
 - ◆ “Sacrifice and compromise” ethos to allow wider potential to be considered, to the benefit of the centres.
 - ◆ Strategy
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