



Rutland County Council

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OAKHAM TOWN TASK AND FINISH GROUP

Tuesday 6 March 2018
Council Chamber, Catmose

PRESENT: MEMBERS

Mr Ben Callaghan	Ward Member – Oakham South East
Mr Richard Clifton	Ward Member – Oakham South West
Mr Jeffrey Dale	Ward Member – Oakham North East
Mr Paul Dowse	Oakham Neighbourhood Plan Steering Group
Mrs June Fox	Ward Member – Exton
Mr Richard Gale	Ward Member – Oakham North West
Mr Tim Norton	OK2Way
Mr Alastair Mann	Ward Member – Oakham North West
Mrs Juliana White	Oakham Town Partnership
Mr Nick Woodley	Oakham Town Council
Mr Chris Wade	Independent Chair

OFFICERS

PRESENT: Mrs A Wylie	Deputy Monitoring Officer
Mrs N Taylor	Scrutiny Officer/Governance Team Manager
Mr K Silcock	Governance Officer

ITEM	SUBJECT	ACTION
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1) **APOLOGIES**

None received

2) **WELCOME AND INTRODUCTIONS**

The Chair, Mr Chris Wade, provided a brief welcome to members of the public and members of the Task and Finish Group.

The Chair asked members to consider their concerns, what they could contribute and what they wanted to achieve.

Members and the Chair provided the following feedback:

1) Concerns

- Ability to achieve consensus and move forward
- Oakham stagnating
- Lack of young people represented on group
- Local people have stopped using Oakham Town centre and are going elsewhere
- Important to understand constraints – what is possible?

2) Contributions

- Representation of traders and local businesses
- Ward members represent residents
- Local knowledge (Many members lived in Oakham all life, or worked/lived in Oakham for many years)
- Surveys and evidence collated as part of other processes/engagement plans by external organisations

3) Achievements

- Need to sell Oakham and make attractive vibrant place to visit/work/shop
- Increase footfall in Oakham
- Better balance of shops
- Improve traffic management
- More pedestrian friendly
- Clear recommendations embodied in improvement plan
- Change perception – local councillors represent their communities and will listen to concerns
- Well defined scope for the group
- Improve infrastructure
- Improve aesthetic as well as functionality

3) TERMS OF REFERENCE

The Chair highlighted the tight timescales to turn the Terms of Reference around, with approval being sought electronically from Members by 12 March.

The Chair confirmed the Terms of Reference should be no more than 2 pages long if possible and were an outline of how the group would function and consider evidence in order to come up with solutions to real/identified issues and not about the actual solutions themselves.

• Membership

The group agreed that the following criteria should be applied to qualification as a member of the group:

- Formal constitution
- Meetings held in public
- Evidence of nomination of a named representative put forward by that by that group
- Effective channels of communication with members and stakeholder groups
- Able to demonstrate that represent a body of opinion not

individual views

The group agreed to consider a nomination from **one** additional outside organisation/group that satisfied the criteria detailed above. This was in line with the discussion at the GIR Scrutiny Panel on 15 February 2018 that the membership could be increased to a maximum of 12 members and took into account that the number of co-opted members could not outweigh the number of RCC elected Councillors.

Members agreed that all interested parties should be given the opportunity to participate regardless of whether they were members of the task and finish group. An engagement plan would be developed at a future meeting to ensure that all voices could be heard.

Some ideas for groups that may nominate the additional member are listed below:

Rutland Youth Council
Discover Rutland

These organisations would be contacted to establish if they would like to nominate a representative and members of the group would decide which group best met the criteria and would add the most value to the review as a member of the group. Any other groups expressing an interest would also be considered.

The group agreed that appointed members would be able to send an alternate from their organisation should the nominated member be unable to attend a meeting.

The group was not decision making and so quoracy would not need to be established and the allowance of alternates would ensure adequate attendance.

• **Objectives/Purpose**

The group discussed the Full Council decision that the Task and Finish Group should focus on Oakham Town and not just Oakham Town Centre. It was agreed that the scope of the review should focus on development of the town centre for the benefit of residents and visitors to the town and those in surrounding villages.

It was clear that the group would need to understand the issues by evaluating evidence before they would be able to develop any specific outcomes. Understanding the requirements, would lead to solutions. It was important therefore, that at this stage the objectives remain flexible and generic to enable the group to reach specific recommendations at a later date.

The Group would look at a broad range of place shaping factors including, but not restricted to, public spaces; access; parking; public transport; business mix; marketing; digital presence; hospitality; visitors, evening economy and tourism.

The group agreed that timescales for the outcomes of recommendations for improvement must be realistic. Some would be implemented very quickly, others may take time and the impact may not be evidenced immediately. The group should focus on improvements that would stand the test of time.

The group must be aware and take account of developing projects, strategies and initiatives within the County.

Process

The group agreed that the following factors would be important to the process:

- Evidence – Evidence collated from a variety of reliable sources would enable the group to understand the real issues facing the town.
- Communication – engagement with the public, stakeholders, interest groups, partners and organisations would be critical to the success of the group and the validity of any recommendations.
- Co-production – each member would take ownership and contribute to the work of the task and finish group and other organisations/groups would also be encouraged to take part.
- The group would formulate clear action points and members of the group would ensure that these actions were carried forward and outcomes communicated back to the group and the wider public.
- Members would be responsible for sharing information within their groups, so that all are kept well informed and brought along with the work of the group

• **Timetable (including timing, frequency and format of meetings)**

The group agreed the timetable subject to the correction of the proposed dates in the table to conclude in December 2018 (Not December 2019).

The group agreed that future meetings should be monthly and held in the evenings.

Mrs Taylor (Governance Manager/Statutory Scrutiny Officer) would liaise with members in order to agree future meeting dates.

• **Sources of Evidence/consultation**

The group highlighted the following groups that must either be represented by the group or consulted through the process:

- Disability Groups
- Residents living in the town
- Young People
- Local Interest Groups

The group would look at the way in which people used and moved around the town by looking at existing information and designing and implementing additional ways to collate this information.

The Councils communications team would be utilised in order to ensure that lines of communication remain open and that the public are kept informed of progress.

4) **NEXT STEPS**

The group agreed to consider the evidence that was currently available at the next meeting including:

- Presentation of information collated by Oakham Neighbourhood Plan Steering Group **PD**
- Farmers Market information **JW**
- Traffic Survey Statistics **RCC**
- Evidence compiled for previous design proposals **Highways**
- Flow of visitors to museum and library **RCC Culture and Leisure**

- Visitor Numbers – Anglian Water **JF**

- Occupancy Numbers – Discover Rutland

Once existing evidence has been evaluated, the group would look to see where the gaps in the information were and look at ways of collating further evidence – The chair would circulate a template which could be used at a later date. **CW**

Scrutiny Officer would look to arrange further dates of the group **NT**

The Draft Terms of Reference would be electronically circulated to the group for comments by Tuesday 12 March 2018 **CW/NT**

Any expressions of interest for the additional place on the Group would be circulated to group members. Nominations would be required to meet the criteria established under membership above and sent to RCC Governance Team by 12 March 2018. **NT**

5) **AOB**

The Chair asked members if they agreed to nominate a member from the group to attend the LGA Conference on Town Centre Regeneration on 14 May 2018.

The group agreed that a place should be reserved and the decision on who would attend would be made at the next meeting. **NT**

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The Chairman declared the meeting closed at 8.05pm

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