

Oakham Task & Finish Group



OAKHAM TOWN TASK AND FINISH GROUP 16 OCTOBER 2018 – 6PM COUNCIL CHAMBER

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A G E N D A

1) APOLOGIES

2) APPROVAL OF MINUTES

To approve the notes from the meeting held on 3 October 2018.
(Pages 3 - 10)

3) ACTIONS FROM LAST MEETING

(Pages 11 - 12)

4) COMMUNICATIONS AND ENGAGEMENT PLAN UPDATE

5) REPORT FROM SUB-GROUP ON COMMUNITY, LEISURE AND CULTURAL SERVICES

6) OVERVIEW OF DRAFT FORWARD FRAMEWORK

7) FORMAT AND CONTENT OF FINAL REPORT TO GROWTH INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL

8) FEEDBACK FROM GROUP PARTNERS

Member to feedback responses from individual organisations regarding future roles/funding/consultation.

9) AGREED ACTIONS AND NEXT STEPS

DISTRIBUTION

MEMBERS OF THE Oakham Town Task and Finish Group:

Mr Daniel Bottomley(Oakham Town Council Representative)
Mr Alf Dewis (Oakham Town Partnership Representative)
Mr Paul Dowse (Oakham Neighbourhood Plan Steering Group Representative)
Mr Tim Norton (Business Representative/Representative of OK2Way)
Mr Ben Callaghan (Ward Member – Oakham South East)
Mr O Bird (Ward Member – Oakham South West)
Mr Jeffrey Dale (Ward Member – Oakham North East)
Mrs June Fox (Ward Member – Exton)
Mr Richard Gale (Ward Member – Oakham North West)
Mr Alastair Mann (Ward Member – Oakham North West)
Mrs Joy Clough (Oakham Residents Group)

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Agenda Item 2

OAKHAM TOWN TASK AND FINISH GROUP

3 October 2018, Council Chamber, Catmose

PRESENT: MEMBERS

Mr D Bottomley	Oakham Town Council
Mr B Callaghan	Ward Member – Oakham South East
Mrs J Clough	Oakham Residents Group
Mr A Dewis	Oakham Town Partnership
Mr J Dale	Ward Member – Oakham North East
Mr C Clark	Oakham Neighbourhood Plan Steering Grp (Sub for P Dowse)
Mrs J Fox	Ward Member – Exton
Mr A Mann	Ward Member – Oakham North West
Mr C Wade	Independent Chairman

OFFICERS

PRESENT:

Mr S Ingram	Strategic Director for Places
Mrs N Taylor	Governance Manager

APOLOGIES: Mr P Dowse and Mr T Norton

ITEM	SUBJECT	ACTION
1.	APOLOGIES	
	Apologies were received from Mr P Dowse and Mr T Norton	
2.	APPROVAL OF MINUTES	
	The minutes of the meeting held on 19 September 2018 were approved by the group.	
3.	ACTIONS FROM LAST MEETING	
	The list of actions was as published with the agenda, the list was reviewed and updated regularly.	
	The research report was confirmed as approved by the Group and will be made available in due course as a Task and Finish Group report prepared by the Oakham Residents Group.	
	Mrs Clough highlighted that the Short Summary was the first 2 pages of the report document that had been issued from the informal sub-group.	

Mr Wade requested if it was possible for Holly Bremner to review and comment on the short summary from a communications perspective including timing of release. **HB**

Mr Dewis provided an update on the Business Breakfast as follows:

- Invitations emailed out 22/23 September 2018. **AD/JC**
- Details put on Oakham Town Partnership Website Page.
- To date received 4 responses from business community and 6 responses from members of the group.
- It was the intention to hand deliver some printed invitations and assistance was requested. Mrs Clough offered to help with this. **AD/OTP**
- The presentation was being worked on with assistance from other members of Oakham Town Partnership. The presentation would be circulated to the Group for information before the event. **OTP**

During discussion the following points were noted:

- i. Mr Callaghan suggested that the invite be extended to the business members of Discover Rutland as it had been his intention to present to this group anyway. The Group agreed that this was a sensible approach and Mr Callaghan would contact the chairman of Discover Rutland; **BC**
- ii. There was a post on Linked In regarding the event today which might increase numbers;
- iii. Mr Clark also offered to take some invitations to the Rutland Business Summit on Tuesday 9th October. **CC**

4. UPDATE ON FORWARD FRAMEWORK REPORT

The Chair clarified that he was in the process of finalising his report which would accompany the report to the Scrutiny Panel and then to Council, along with the other resorts and all evidence considered by the Group.

During discussion the following points were noted:

- i. Mrs Clough would look to include the additional evidence from the Revised Online Survey as supplement to the Evidence Report; **JC**
- ii. Mr Wade had provided a sample project template and asked Mr Ingram to provide one that was more Rutland Specific. Mr Ingram commented that such a project template would be an important source of evidence on due process to get buy in from partner organisations and projects would need to demonstrate they had followed such a process prior to consideration for approval by RC; **SI**
- iii. Mr Wade would also need time to be able to write his report on the forward framework and this would reference all the evidence including previous RCC research and the Neighbourhood Plan research as previously presented (these need to be available in a suitable format). **HB**
- iv. Mr Wade noted that in addition to the evidence, the Communications Plan was also an important piece of information. He requested that Holly Bremner reviewed that document to

ensure it was still current and presented the revised version for approval at the next meeting;

- v. At the meeting members noted that there had not been a Communications and Engagement Sub-Group (*Following the meeting this has been checked and there was a Communications and Engagement Sub Group which included Nick Woodley, Paul Dowse and Simon Jones (RCC Communications Officer at that time)*)
- vi. Mr Wade highlighted the email that had been sent by Natasha Taylor (RCC Governance Manager) to the Group on Governance requirements should be considered in developing any future proposals, including that the future structure would need to be approved by RCC and all partners before it can formally come in to force;
- vii. Mrs Fox noted that the informal sub-group had slightly changed the titles of the themes from Mr Wades original Forward Framework as follows:
 - viii. Parking, traffic, signage and pedestrian issues
 - ix. Marketing & enterprise and environmental enhancements
 - x. Community, leisure and cultural services

With the core (middle) group being entitled "Coordination, communication and community engagement;

- xi. Mr Wade asked the sub-group whether any consideration had been given to the resourcing of these theme groups;
- xii. Mrs Fox requested clarification of funding from Mr Ingram (Strategic Director for Places). Mr Ingram confirmed that there was no dedicated budget at present. Any request for funding for schemes would require approval from council. It was important to note that as a result of pressures due to reductions in Government Funding, there would be less money next year and the Council would need to give a high priority to the delivery of statutory services. Council may be one of the partners to any scheme, but the more partners there were on board the better the opportunity to bid for funding e.g. Match funding/seed funding schemes;
- xiii. Mr Callaghan felt that there was a need to look at all available funding streams in light of the pressures faced by the Council;
- xiv. Mr Wade recommended that all members went back to their respective organisations to find out budgetary processes and access to funding. Creating a development fund to resource project development work and quick wins in 2019/20 might be a good starting point;
- xv. Mr Ingram highlighted the need to demonstrate value for money and benefits of any proposals put forward, it needed to be clear that any proposals would benefit Oakham and the surrounding County;
- xvi. Mrs Clough requested clarification on the highways schemes that were put on hold and whether this money was still available. Mr Ingram confirmed there was no ring-fenced budget, as such funds may have been re-directed due to demands in other areas such as Adult and Children's social care;
- xvii. Mr Callaghan asked members to consider that the Council was looking to save £1.3 million next year due to cuts in funding

All

DB

and demand for services, so the need to look at all alternative sources of funding was important;

- xviii. Mr Callaghan highlighted that unless adherence to due process could be evidenced and fully costed proposals were presented to Council, approval would be unlikely;
- xix. Mr Bottomley raised the possibility of looking at the “Healthy High Street” initiative and gauging whether businesses would sign up to this. He would raise this at the next Town Council meeting;
- xx. Mr Wade highlighted that any future project/delivery work needed to be resourced and use of experts and Council Officers had a corresponding cost - this cost needed to be addressed in any proposals going forward and should be part of development fund proposals; and
- xxi. Mr Wade suggested that as Oakham Town Council were able to raise a precept, Mr Bottomley may consider approaching them to see what funding they could contribute.

5. UPDATES FROM SUB-GROUPS

- **Communications**

Facebook page was ready to be launched when short link provided. **DB**
Revised survey had now closed and results would be provided to JC for incorporation into evidence base.
Request to HB to refresh the communications plan. **HB**

- **Business Breakfast Meeting**

Update provided under item 3)

- **Report from Informal Sub-Group looking ta 3 Key Identified Areas**

Mrs Fox provided a summary of the draft report that had been circulated before the meeting (hard copies provided). The sub-group had met to look at the evidence and a list of options had been compiled for recommendations based on the evaluation of the evidence. The recommendations had been compiled for the “Parking, traffic, signage and pedestrian issues” and the “Marketing & enterprise and environmental enhancements”. For each theme there was a vision and a list of proposed objectives and actions for further evaluation and consideration. The group still had the “Community, leisure and cultural services” theme to consider and write up into the report. Some of the Task and Finish Group had commented on the report.

During discussion the following points were noted:

- i. Mrs Clough felt that a Chamber of Trade was critical to the success of many of the initiatives that had been highlighted in the draft report;
- ii. Mr Dewis suggested that as some members of the group had only just received the report, they should have time to take away and consider and feedback; **ALL**
- iii. Mrs Fox highlighted the need for the informal sub group to meet to discuss the third theme, a quick turnaround was required to meet the deadlines; **ALL**
- iv. Mr Wade commented that it would be sensible to begin to prioritise the lists of proposed objectives, this should be done in consultation with own organisations;
- v. Mr Wade asked the group to consider what the status of the report should be, was it a list of potential projects for further research and evaluation that required further work? Who would undertake the further work, what would the model look like? **ALL**
- vi. Mrs Fox felt that the paper should go forward with the recommendations to Scrutiny as indicated by the evidence collated through the survey work, along with some detail on how the project boards should be set up, there had been a considerable amount of work done by the group and there should be a commitment to make this happen;
- vii. Mr Wade clarified that the three themes might be seen as shadow groups to take forward the lists of potential projects supported by a small amount of funding to apply due process in order to ascertain the most cost effective, feasible and beneficial schemes. Mrs Fox did not think this was the case and felt that many of the recommendations could be taken forward and delivered by RCC, particularly those around highways and signage and that Council should be asked to decide on these recommendations. Mr Wade and Mr Callaghan clarified that the Council would not be able to agree proposals with so little detail;
- viii. Mrs Taylor clarified that if the group looked at previous reports to Council/Cabinet they would see that any request for allocation of funding was always accompanied by feasibility studies, evaluation, details on costs, alternative options, statutory requirements, consultation, in effect a full business case would be presented. Without this level of detail, council would be unable to make a decision. Some of the items on the lists were also outside of the remit of the Council;
- ix. Mr Clark raised the idea that the consultation done by the Oakham Neighbourhood Plan Group had suggested that a One-Way scheme would have solved some of the issues identified. Mrs Clough and Mr Wade confirmed that the survey work done by the Task and Finish Group had not suggested that traffic was high on the list of issues identified. Mr Wade pointed out that all evidence, however, was useful and made up the background, including that collated as part of "The big Survey";
- x. Mr Callaghan felt the report should be presented as a direction of travel with recommendations on how further work may be taken forward. All organisations would need to approve, as many of the recommendations were not directed at the Council;

- xi. Mrs Clough felt that if the recommendations were not specific about improvements the group would have failed to achieve their objectives as set out in the terms of reference;
- xii. Mr Ingram said that it was important to take this forward in positive way, but that the recommendations were not detailed enough to be taken through at this stage. If, however, recommendations were couched in terms of requesting further work in order to compile fully evaluated and investigated options, in accordance with any statutory requirements, these might be taken forward;
- xiii. Mr Wade explained that it would be necessary to allow Mr Ingram and other officers to advise regarding the wording in order to avoid putting something before Scrutiny and then Council that could not be approved;
- xiv. Mr Bottomley felt that the Group should think about how it measured success, he thought that by presenting a direction of travel accompanied by evidence and a list of proposed objectives for further consideration, the group would have still achieved their objectives;
- xv. Mr Wade suggested that the objectives and themes identified would take years to work through, what was important now was to draft a report that could be supported by Council. Once due process had been followed each fully costed scheme would then also have to come to full council for approval;
- xvi. Mr Ingram, using parking as an example, explained that Scrutiny could be asked to support proposals to recommend to Council the investigation of options for improving parking in the town. Should Council approve this, work could then be done on options for achieving improvements in this area; associated costs; impact assessments etc..
- xvii. Mrs Taylor referred back to the terms of reference and highlighted that the terms of reference stated that the product would be "the creation of recommendations backed by an action plan" the Group would still have succeeded if the recommendations were in relation to a delivery vehicle for undertaking assessment and analysis of proposed objectives and detail on associated resourcing. The group were asked to remember that any involvement of RCC Officers was a resource requirement and had a corresponding cost;
- xviii. Mr Wade highlighted that when faced with a deadline there would always be a time when the group needed to draw a line and present the work they had done so far;
- xix. Mr Wade would develop his draft commentary in order to present the work done and the process that the group had followed up to this point, so that there was a clear explanation available to anyone not involved in the group;
- xx. Mrs Taylor explained that due to statutory deadlines regarding publication and the Councils internal approval processes the final report for Scrutiny was required by 29th October 2018. It was envisaged that the forward framework report would be made up of the 5 composite parts previously agreed; including reference to analysis of the evidence base; the updated communications and engagement plan; reference to the sub-groups reports

CW

ALL

demonstrating the positive visions created for key themes and referencing potential projects for further development; proposals on organisational structure based on 4 sub-groups and including summary of scope, roles and skills required; and initial proposals for year 1 funding including a potential development funding, RCC officer support and matched-funding needs from other partners and third-party sources; with a cover report would be drafted by RCC Governance;

xxi. Mr Dale felt it was important that the final report included timeframes and requested that some small achievable projects were given priority for implementation. The group accepted that this was important subject to the discussion that had been had regarding due process and availability of funding;

xxii. Mr Taylor defined the process by which the Group would present a report to Scrutiny on 15 November 2018, Scrutiny would consider the report and decide to recommend it in whole or in part to Council. Council would then consider the report on a date to be agreed in December 2018; and

xxiii. Mr Wade summed up by clarifying that the final documents needed to be at completion stage by the 18th October 2018 which would take a lot of effort from all. All need to consider consultation and support within own organisations. At the meeting on 18th October 2018 the reports need to be substantially formed with very little further work outstanding.

6. TIMETABLE AND AGREED ACTIONS

During discussion the following points were noted:

ACTION	OWNER	NOTES/TARGET DATE/COMPLETED
Review and comment on the short summary from a communications perspective	HB	11 October 2018 (NT to forward copy of report to HB)
Hand deliver printed Breakfast meeting invites to businesses	AD/JC	NT to print further copies
Compilation of presentation for Breakfast meeting	OTP	16 October 2018
Contact chairman of Discover Rutland to extend Breakfast meeting invitation to members of this group	BC	ASAP
Take invitation to Rutland Business Summit	CC	9 October 2018
Include the additional evidence from the Revised Online Survey as supplement to the Evidence Report	JC	ASAP

	Provide Rutland Specific Project Template to Group	SI	ASAP
	Review of Communications Plan to ensure current	HB	18 October 2018
	All members to approach their respective organisations to find out budgetary processes and access to funding	All	ASAP
	Approach OTC regarding the "Healthy High Street" Scheme	DB	ASAP
	Members to feedback any comments on the draft report on the identified themes through governance	All	12 October 2018
	Sub Group on third theme needed to meet as soon as possible	All	ASAP
	Prioritise list of proposals and classify into relevant bodies for delivery	All	ASAP
	Draft Forward Framework to be prepared and circulated to the Group for consideration ahead of next meeting	CW	12 October 2018
7.	Final documents (including all composite parts and reference material for the report to Scrutiny) to be complete for approval by the Group	All	18 October 2018

ANY OTHER BUSINESS

There was no other business.

Date of next meeting: 18 October 2018 - 6PM

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The Chairman declared the meeting closed at 7.59pm

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Agenda Item 3

Actions from OT Task and Finish Group meeting on 3 October 2018

ACTION	OWNER	NOTES/TARGET DATE/COMPLETED
Review and comment on the short summary from a communications perspective	HB	15 October 2018 (NT to forward copy of report to HB) Awaiting comments from HB
Hand deliver printed Breakfast meeting invites to businesses	AD/JC	NT to print further copies
Compilation of presentation for Breakfast meeting	OTP	16 October 2018
Contact chairman of Discover Rutland to extend Breakfast meeting invitation to members of this group	BC	ASAP
Take invitation to Rutland Business Summit	CC	9 October 2018
Include the additional evidence from the Revised Online Survey as supplement to the Evidence Report	JC	ASAP
Provide Rutland Specific Project Template to Group	SI	ASAP
Review of Communications Plan to ensure current	HB	18 October 2018
All members to approach their respective organisations to find out budgetary processes and access to funding	All	ASAP
Approach OTC regarding the "Healthy High Street" Scheme	DB	ASAP
Members to feedback any comments on the draft report on the identified themes through governance	All	12 October 2018
Sub Group on third theme needed to meet as soon as possible	All	ASAP
Prioritise list of proposals and classify into relevant bodies for delivery	All	ASAP
Draft Forward Framework to be prepared and circulated to the Group for consideration ahead of next meeting	CW	12 October 2018
Final documents (including all composite parts and reference material for the report to Scrutiny) to be complete for approval by the Group	All	18 October 2018

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