

Task and Finish Panel Agenda



Local High Streets Task & Finish Panel Monday, 24th February, 2020

You are invited to attend the next meeting of **Local High Streets Task & Finish Panel**, which will be held at:

**Committee Room 2,
Civic Offices, High Street, Epping
on Monday, 24th February, 2020
at 7.00 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer**

G. Woodhall
Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors J Share-Bernia (Chairman), R Jennings, J Jennings, H Kane, H Kauffman, P Keska, D Plummer, S Rackham, C Roberts, D Stocker and J H Whitehouse

1. CHAIRMAN & APPOINTMENT OF VICE-CHAIRMAN

(Democratic Services Manager) To note that the Overview and Scrutiny Committee has appointed Councillor J Share-Bernia as Chairman of the Panel and delegated authority to the Task & Finish Panel to appoint its own Vice-Chairman.

2. APOLOGIES FOR ABSENCE

(Democratic Services Manager) To be announced at the meeting.

3. TERMS OF REFERENCE (Pages 3 - 4)

(Democratic Services Manager) To note the attached Terms of Reference for the Panel that was agreed by the Overview and Scrutiny Committee at its meeting on 28 January 2020.

4. WORK PROGRAMME FOR 2019/20 (Pages 5 - 6)

(Democratic Services Manager) To note the attached work programme for the Task & Finish Panel that was agreed by the Overview and Scrutiny Committee at its meeting on 28 January 2020.

**5. UPDATE REPORT TO THE LOCAL HIGH STREETS TASK & FINISH PANEL
(Pages 7 - 8)**

(Strategic Partnership Specialist) To consider the attached report (LHS-001-2019/20).

6. ANY OTHER BUSINESS

(Democratic Services Manager) Section 100B(4)(b) of the Local Government Act 1972 requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

7. DATES OF FUTURE MEETINGS

(Democratic Services Manager) To note that future meetings of the Task & Finish Panel will be held at 7.00pm on the following dates:

- (i) Thursday 19 March 2020;
- (ii) Wednesday 15 April 2020; and
- (iii) Thursday 14 May 2020.

LOCAL HIGH STREETS TASK & FINISH PANEL

TERMS OF REFERENCE

Origin

At its meeting on 19 November 2019, the Overview and Scrutiny Committee agreed the establishment of a Task and Finish Panel to support the forthcoming review of the future of local high streets in the Epping Forest District.

Terms of Reference

- (1) That the Panel consider the current performance of local high streets and review evidence of changing demands and opportunities.
- (2) That the Panel consider:
 - (a) the changing nature of retail spend and impact on the district's current offer;
 - (b) government initiatives to support the resourcing and evolution of the High Street offer;
 - (c) the outcomes of national reviews and policy recommendations;
 - (d) the evidence from local and national organisations on their perspectives on the issue;
 - (e) surveys of occupation/vacancies in High Streets in the district and responses to consultation events such as the Economic Stakeholder Conference;
 - (f) formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the district offer; and
 - (g) other relevant matters related to the review of future High Street success on the basis of the evidence reviewed.

Aims and Objectives:

- (1) To report findings to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee.
- (1) To gather evidence and information in relation to the terms of reference through receipt of data, presentations and other means considered necessary; and
- (2) To have due regard to relevant legislation and the Overview and Scrutiny rules of the Constitution (Article 6).

Timescales

- (1) To agree membership of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;

S. Tautz (20.11.19)

- (2) To agree the Terms of Reference of the Panel at the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020;
- (3) To hold the first meeting of the Panel during February 2020;
- (4) To undertake analysis of relevant data and relevant site visits by the end of March 2020;
- (5) To consider draft outcomes and recommendations to be made to the Overview and Scrutiny Committee by 30 June 2020;
- (6) To regularly report progress to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee by 30 June 2020.

Commencement:

The work of the Task and Finish Panel should commence as soon as possible.

Completion:

The final recommendations of the Task and Finish Panel with regard to the future of town centres will be presented to the Overview and Scrutiny Committee by 30 June 2020.

Local High Streets Task & Finish Panel

(Chairman – Cllr J Share-Bernia)

Item	Report Deadline/ Priority	Progress/Comments	Programme of Future Meetings
To support the forthcoming review of the future of local high streets in the Epping Forest District;	Submission of final recommendations to the Overview & Scrutiny Committee by 30 June 2020;	(1) Appointment of Chairman/Vice-Chairman and membership of the Task and Finish Panel;	28 January 2020 (Overview & Scrutiny Committee)
		(2) Agreement of the terms of reference and work programme for the Task and Finish Panel;	
		(3) Consideration of scope of the work of the Task and Finish Panel to support the review of the Economic Strategy;	February 2020 (to be arranged)
		(4) To undertake analysis of relevant data and relevant site visits;	March 2020 (to be arranged)
		(5) To consider draft outcomes and recommendations to be made to the Overview and Scrutiny Committee;	April 2020 (to be arranged)
		(6) Consideration of recommendations by the Overview and Scrutiny Committee.	June 2020 (Overview & Scrutiny Committee)

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SCRUTINY



Report to the Local High Streets Task & Finish Panel

Date of meeting: 24 February 2020.

Report Reference: LHS-001-2019/20.

Portfolio: Community and Partnership Services.

Subject: Update Report to Local High Streets Task and Finish Panel.

Responsible Officer: John Houston (01992 564094).

Democratic Services: Gary Woodhall (01992 564243).

Recommendations/Decisions Required:

- (1) That members note this report and provide guidance to officers on any future data needs.**

Report:

1. The Overview and Scrutiny meeting on 19 November 2019 agreed to the establishment of a Task and Finish Panel to undertake a review of the challenges and opportunities with regard to Local High Streets across the District. This decision was reached given the increasing concern about the long-term viability of high streets across the country following the ongoing impact of increased online spending and other changes in the retail environment.

2. It was also agreed that officers would undertake some baseline research in advance of the first meeting of the Task and Finish Panel to provide an evidence base to support deliberation. Officers are therefore in the process of developing an evidence pack which will be presented to members at the first meeting of the Panel on 24 February. This baseline information will include evidence from the annual high street survey regarding vacancy rates and changes in occupancy; data from business rates; information from specially commissioned surveys and input from consultation events.

3. This will be an ongoing process and officers are currently conducting face to face survey work on local high streets to supplement the existing consultation. Members are asked to review the evidence pack and provide further direction on additional information to support their review.

Reasons for Decision:

To support the Task and Finish Panel's review of High Streets.

Other Options for Action:

N/A.

Consultation undertaken:

A range of events and initiatives have been undertaken to seek views and perceptions of our high streets. These will be included in the evidence pack which will be presented to members.

Resource implications:

There are no resource implications arising directly from this report.

Legal and Governance Implications:

There are no legal and governance implications arising directly from this report.

Safer, Cleaner, Greener Implications:

A key element of future high street sustainability will be the maintenance of a clean, green and safe environment for customers and residents to use.

Background Papers:

Report to Overview and Scrutiny dated 19 November 2019.

Subject: A plan to support investigations into future Town Centre viability.

Impact Assessments:

Not applicable at this time.

Risk Management:

Not applicable at this time.

Equality:

Not applicable at this time.