

## **Draft Terms of Reference**

### **Member Policy Development Working Group – Town Centre Vitality and Regeneration**

**Introduction:** The Council is setting up two Member Policy Development Working Groups, jointly commissioned by Cabinet and by Scrutiny Committee to support and identify the Council's vision, objectives and key priorities in a small number of key areas. The findings and recommendations of the working groups will inform the development of the Council's Corporate Strategy for 2024-2028. Whilst each group will be formed on a similar basis, these terms of reference apply to the Town Centre Vitality and Regeneration Member Working Group.

**Purpose:** To identify the Council's vision, objectives and key priorities in relation to the Town Centre's vitality and regeneration and to make recommendations to Cabinet and Scrutiny for inclusion in the Council's Corporate Plan

**Membership:** This is a Cross Party Working Group and would have a politically balanced membership of 10 Members appointed by the Group Leaders in the first instance with non-aligned members invited to participate. The membership would be comprised as follows: 4 x Conservative, 3 x Independent, 2 x Labour, 1 x Non-Aligned, The Working Group will be chaired by the Portfolio Holder for Town Centre, Growth & Prosperity and it is anticipated that the membership will include at least one member from Scrutiny Committee. The SLT Lead Officer will be the Director for Growth and Regeneration, Pranali Parikh, supported by relevant officers from across the Council.

**Frequency of Meetings:** This is a three-month, time limited, task and finish group which will be required to make findings and recommendations to Scrutiny and then Cabinet which will then feed into the Corporate Plan development cycle. It is intended that the Group's meetings will take place during July – September 2023 and will be informal and workshop based. As these sessions are informal, there will be no formal minutes taken. Any presentations used will be shared with all members.

#### **Scope and Methodology:**

##### **Workshop 1:** Scene Setting

A presentation to Members to provide context around the existing vision and workstreams under UKSPF and LUF. To be followed by a group discussion on how this accords with Members' vision for what they want to see from their Town Centre and if anything is missing or needs amending to form part of future activities.

Some Site Visits may be identified during this session if required.

Workshop 2:

A presentation to Members encapsulating the ideas, vision and expectations from the first workshop, suggesting options and opportunities to achieve these through existing work and funding streams. To be followed by a general discussion to identify potential new opportunities to be explored and prioritised. This workshop will seek to establish a firm consensus on the proposed vision and priorities for the Town Centre which can then be presented as part of the State of Melton debate on 20 September before final recommendations being presented to Cabinet/Scrutiny for consideration in October/November 2023.

Some Site Visits may be identified during this session if required.

Workshop 3:

TBC if needed?

**Confidentiality:** Members are reminded of the need to be aware of their duty of confidentiality at all times in relation to any commercially sensitive information that they may be provided with in the course of their membership of this Working Group.