

NOTTINGHAM CITY COUNCIL
EXECUTIVE BOARD CITY CENTRE COMMITTEE

Date: Tuesday 18 September 2012

Time: 6.00pm

Place: Committee Room, Ground Floor at Loxley House, Station Street

Councillors are requested to attend the above meeting on the date and at the time and place stated to transact the following business.



Acting Corporate Director of Resources

Constitutional Services Officer: Carol Jackson Direct dial - 8764297

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
- 3 APPOINTMENT OF VICE-CHAIR**
- 4 INTRODUCTION AND SCENE SETTING**
Councillor McDonald
- 5 EXECUTIVE BOARD CITY CENTRE COMMITTEE-TERMS OF REFERENCE** Attached
Report of Corporate Director of Development
- 6 NOTTINGHAM CITY CENTRE STRATEGY** Attached
Report of Corporate Director of Development
- 7 PROGRESS TO DATE**
 - (a) PRESENTATION ON RETAIL STRATEGY**
 - (b) PRESENTATION ON CITY CENTRE SPATIAL STRATEGY**

8 DATES OF FUTURE MEETINGS

To agree times and dates for future meetings.

IF YOU ARE UNSURE WHETHER OR NOT YOU SHOULD DECLARE AN INTEREST IN A PARTICULAR MATTER, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING, WHO WILL PROVIDE ADVICE IN THE FIRST INSTANCE.

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST FIFTEEN MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

Agenda, reports and minutes for all public meetings can be viewed online at:-
<http://open.nottinghamcity.gov.uk/comm/default.asp>

Executive Board City Centre Committee – 18th September 2012

Title of paper:	Executive Board City Centre Committee	
Director(s)/ Corporate Director(s):	David Bishop	Wards affected: Arboretum, Bridge, Radford and Park and St Anns
Portfolio Holder(s):	Cllr McDonald	Date of consultation with Portfolio Holder(s): 17 th August 2012
Report author and contact details:	Nicki Jenkins Head of Economic Development nicki.jenkins@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Debra Lamola	
Key Decision:	No	
Reasons for Key Decision:		
Expenditure, income or savings of £1,000,000 or more taking account of the overall impact of the decision:		
• Revenue expenditure		
• Revenue income		
• Savings		
• Capital expenditure		
• Capital income		
To be significant in terms of its effects on communities living or working in an area consisting two or more wards in the City		
Relevant Council Plan Strategic Priority:		
World Class Nottingham		x
Work in Nottingham		x
Safer Nottingham		
Neighbourhood Nottingham		
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		
Summary of issues (including benefits to citizens/service users):		
Following the appointment of the Executive Board City Centre Committee at Full Council on 10 th September this report aims to inform members of its remit and terms of reference and those of the new City Centre Forum.		
Recommendation(s):		
1	To note the terms of reference for the Executive Board City Centre Committee and the City Centre Forum.	
2		

1 BACKGROUND

The Nottingham Growth Plan identifies that a vibrant city centre, supported by a thriving retail and leisure sector, is vital for transforming the City's economy. Since the beginning of the

year progress has been made through the establishment of a retail steering group which is currently working on producing a business led strategy for retail growth in the City Centre and also the development of a spatial plan. As this work has progressed, it has become clear that, in order to maximise the City's potential to support job creation, more wide ranging and effective engagement of stakeholders is required (especially with the private sector) and that there is a need for a clearer executive lead with improved joint decision making and stronger co-ordination of internal resources.

To this end, it was agreed at Full Council to appointed an Executive Board City Centre Committee which will oversee the development and implementation of a City Centre Strategy and which has delegated powers to take key decisions which impact on the city centre. This committee's role will also be to ensure that executive decisions and development of policy in respect of the city centre are co-ordinated both in terms of internal and external stakeholder interests.

Co-optees onto the Committee are proposed to be drawn from a new body, the City Centre Forum as outlined below. Co-optees onto the Executive Board City Centre Committee will not having voting rights as this is prohibited by the provisions of Section 15 of the Local Government Act 2000 through which only the Leader, the Executive Board, a committee of the Board, a portfolio holder or an officer can exercise executive powers.

The establishment of a new City Centre Forum was also agreed in order to provide the wide ranging and effective engagement with stakeholders which has been identified as essential to a vibrant city centre economy. The Forum will comprise both councillors and representatives from the retail/leisure/tourism sectors. This body will link closely with the Executive Board City Centre Committee performing both an advisory and consultative role at a strategic level to support and inform more co-ordinated executive leadership on City Centre issues.

The Local Government Act 1972 S.102 (4) permits voting rights to be given to all members of a body, including those who are not councillors, where the role of the body is advisory only and the membership/ voting rights set out in appendix 1 reflect the legal position. Such advisory bodies are also required to reflect political balance on the Council.

The full terms of reference and membership of both the Committee and forum are set are set out in appendix 1 and 2.

2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

To ensure that committee members are fully informed on the terms of reference of the committee.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

None

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

None

6 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)

EIA will be completed however on the final strategy.

- (b) No
- (c) Yes – Equality Impact Assessment attached

7 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

None

8 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

Full Council Report 10th September 2012 – City Centre Governance
The Nottingham Growth Plan

Executive Board City Centre Committee – Terms of Reference and Membership

Terms of Reference

- (a) To oversee the development and implementation of the City Centre Strategy;
- (b) To agree and implement outcomes from the retail review undertaken by the City Centre Retail Steering Group as part of the City Centre Strategy;
- (c) To evaluate the impact and success of the City Centre Strategy and retail review;
- (d) To identify and review ongoing challenges affecting the growth of the City Centre, formulating and approving plans for addressing them where appropriate;
- (e) To make key decisions (which have been included in the Executive Forward Plan of Key decisions in accordance with regulations)¹ which relate to the development and implementation of the City Centre Strategy and retail review or which otherwise impact primarily on the City Centre in terms of the portfolios of jobs, skills and business; planning and transportation; leisure, culture and tourism and area working, cleansing and community development;
- (f) To approve policy decisions relating to the city centre or to make recommendations where decisions are reserved to the Executive Board, Council or regulatory committees
- (g) To require proposed portfolio holder decisions, which would impact on the City Centre, to be referred to the Committee in advance of those decisions being taken to enable appropriate co-ordination and consultation with internal and external stakeholders, but noting that there may be exceptional circumstances when an urgent decision is required and advance referral to the Committee is not possible;
- (h) To co-opt the Chair and Vice-Chair of the City Centre Forum ;
- (i) To identify issues for discussion and review by the City Centre Forum and to receive their advice on and responses to key issues and policies

affecting the City Centre.

NB. Commercially sensitive issues will not be within the remit of this Committee.

The Committee is accountable to the Executive Board and its minutes are to be reported to the Board.

The Committee will meet six weekly.

Membership

The Committee's membership comprises the following:

The Portfolio Holder for Jobs, Skills and Business (Chair)
The Portfolio Holder for Planning and Transportation
The Portfolio Holder for Leisure, Culture and Tourism
The Portfolio Holder for Area Working, Cleansing and Community Development

2 Co-opted Members (non-voting) - The Chair and Vice Chair of the City Centre Forum . **

The quorum for this committee has been fixed at 3 voting members.

Substitute members are not allowed.

** NB – Where the Chair of the City Centre Forum is a non-executive councillor, formal co-option to an executive body is not allowed under the provisions of the Local Government Act 2000. In these circumstances, the chair of the Forum would be an invitee to the Executive Board City Centre Committee and would have speaking rights.

¹Section 13 Local Authorities (Executive Arrangements) (Access to Information) England 2000

City Centre Forum – Terms of Reference and Membership

Terms of Reference

The City Centre Forum aims to support the aspirations within the Nottingham Growth Plan to develop a sustainable, vibrant city centre through a thriving retail and leisure offer. To achieve this objective, and via its relationship to the Executive Board City Centre Committee, the Forum will have an advisory and consultative role on city centre issues at a strategic level and will encourage cross-collaboration between partners. It will influence and steer activities aligned to the City Centre Strategy.

The role of the Forum is:

- (a) to review the implementation of the City Centre Strategy and Retail Review;
- (b) to develop a cross partnership forward plan to ensure that City Centre transformation is part of the City Centre Strategy;
- (c) to advise the Executive Board City Centre Committee on key issues and policies affecting the City Centre and the appropriate responses to address such issues;
- (d) to 'scan the horizon' and interpret key challenges, strategic issues and national policy to inform future plans and to mitigate against any negative impacts upon the city centre.

Membership

Membership will comprise the following **voting** members :

The portfolio holder for Jobs, Skills and Business

The portfolio holders for Planning and Transportation, Leisure, Culture and Tourism and Area Working, Cleansing and Community Development (it being noted that the provisions regarding attendance at meetings as set out in paragraph 1.3, Section 5 , Part 2 of the Constitution do not apply to these councillors in respect of attendance at this Forum)

One councillor from each of the 4 City Centre wards, Arboretum , Bridge, Radford and Park and St Anns

One councillor from the minority group (if not included as a city centre ward councillor) *

The Chair of the Retail/Leisure BID

3 representatives from the Retail/Leisure BID

The Chair (or their nominee) from the IIN Retail Forum
The Chief Executive (or their nominee) from Experience Nottinghamshire
The Chair of the Licensing Committee
The Chair of the Development Control Committee
1 Councillor representing the Bridge Estate (drawn from the Trusts and Charities Committee)
1 representative from Capital Shopping Centres
The Deputy Director for Community Protection, Notts Constabulary

The Chair will be elected by the Forum from its membership. The Vice - Chair will be elected by the Forum from amongst the business sector members only.

Substitutes are allowed for all members provided that notice of substitution is provided to Constitutional Services one hour in advance of any meeting.

All co-opted members on the Forum (i.e. all those who are not councillors of Nottingham City Council) must observe the Council's Code of Conduct and sign the acceptance of office.

* N.B. political balance applies to advisory bodies within the formal governance structure of the Council and membership drawn from minority groups must be reviewed when the political balance on the Council changes.

Meetings

The Forum will meet at least quarterly but the Chair shall have the right, in consultation with the Vice Chair, to convene additional meetings of the Forum as appropriate.

The quorum will comprise 3 voting members and must include one councillor and one representative from the business sector.

It is expected that most issues will be agreed by consensus but where this is not possible matters will be decided by a majority of those present and entitled to vote. If there are an equal number of votes for and against, the Chair will have a second or casting vote.

All business of the Forum will be conducted in public in accordance with the provisions of Schedule 12 of the Local Government Act 1972 (as amended).

Executive Board City Centre Committee – 18th September 2012

Title of paper:	Nottingham City Centre Strategy	
Director(s)/ Corporate Director(s):	David Bishop	Wards affected: Arboretum , Bridge, Radford and Park and St Anns
Portfolio Holder(s):	Cllr McDonald	Date of consultation with Portfolio Holder(s): 24 th August 2012
Report author and contact details:	Nicki Jenkins Head of Economic Development nicki.jenkins@nottinghamcity.gov.uk	
Other colleagues who have provided input:		
Key Decision:	No	
Reasons for Key Decision:		
Expenditure, income or savings of £1,000,000 or more taking account of the overall impact of the decision:		
<ul style="list-style-type: none"> • Revenue expenditure • Revenue income • Savings • Capital expenditure • Capital income 		
To be significant in terms of its effects on communities living or working in an area consisting two or more wards in the City		
Relevant Council Plan Strategic Priority:		
World Class Nottingham	x	
Work in Nottingham	x	
Safer Nottingham		
Neighbourhood Nottingham		
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		
Summary of issues (including benefits to citizens/service users):		
<p>The Nottingham Growth Plan launched July 2012, identifies that a vibrant City Centre is a crucial element in transforming the city's economy. Thriving retail and leisure sectors generate both jobs and prosperity for city residents and play an important role in attracting and retaining talent in the area.</p> <p>While there are a number of activities underway there is no overarching vision or strategy for the City Centre, this report aims to provide an update on programmes of work relating to the city centre and inform discussion on proposals for an overarching City Centre strategy.</p>		
Recommendation(s):		
1	To note the progress to date of existing activity aimed at driving growth within the city centre.	
2	To consider proposals for the development of a new City Centre strategy.	

1 **BACKGROUND**

The Nottingham Growth Plan launched July 2012, identifies that a vibrant City Centre is a crucial element in transforming the city's economy. Thriving retail and leisure sectors generate both jobs and prosperity for city residents and play an important role in attracting and retaining talent in the area.

The city centre acts as the 'shop window' to the city for investors, visitors and new residents, therefore its continued strong economic performance is fundamental to the future economic growth of the city.

Creating an environment in which our retail and leisure sectors are able to flourish and grow will therefore be vital to the future prosperity of the Nottingham economy.

Over the past few months a number of pieces of work have been developed focusing on making improvements within the City Centre.

Retail Strategy

In January this year a Steering Group was formed comprising of Nottingham City Council, the Retail and Leisure BIDS and Invest in Nottingham Retail Forum, with the aim to develop a strategy to drive retail growth in the city centre and to better co-ordinate development activity.

There are two main objectives that we need to deliver: i) to increase the number of shoppers from our catchment coming to the city on a regular basis and ii) increase the amount they spend.

Experian were commissioned to undertake a data and trends analysis of key macro and micro level data sets to provide a performance context for Nottingham's retail offer, this is with a specific focus on the city centre, set within the context of other Core Cities and local competitors as a benchmark. This analysis also includes catchment size, spend profile, demographics / shopping trends, market share and leakage, unit size and retail mix, car parking provision, retail yields etc.

This data analysis, alongside consultation with local stakeholders has been used to steer the development of a new strategy (which is due to be completed in September) to drive retail and leisure growth in the city and to reposition Nottingham back into the top 5 retail destinations outside of London.

To do this, four key priorities have been identified and an action plan for each is in development.

Key Priorities

1. To strengthen Nottingham's retail and leisure offer in the City Centre, by growing the size and variety of both the comparison goods and independent sectors.
2. To improve the Nottingham visitor experience, offering variety, quality and a joined up approach to leisure and retail through revised approaches to events, markets and joining up the day to evening economy.
3. To increase the percentage of regular visitors to Nottingham from the full catchment area through more targeted marketing.

4. To improve the physical environment and infrastructure within the City Centre, so that it meets the future needs of retailers and provides an attractive and welcoming place to visit. This includes, regenerating areas in decline, bringing vacant shops back into use, amending car parking charges and developing the City Centre Spatial Plan as detailed below.

City Centre Spatial Strategy

Recognising that the physical make up of the City Centre is an important factor in creating growth, Nottingham City Council has been working to develop a new City Centre place plan. This is intended to set the scene for new development and other initiatives to make the City Centre once again a primary shopping, leisure and tourism. The plan due to be completed in September sets out a framework of key structural and connectivity elements and quarters, which are the distinctive areas within the City Centre within a spatial framework for the City Centre. While non-statutory itself, this plan will form part of the statutory Nottingham Local Plan.

Events Strategy

To attract more people into the city centre and to encourage them to stay longer we have to strengthen the links between retail and leisure activities. Events within the City play an important part of this and while Nottingham City Council have a busy events calendar a review needs to be undertaken to see if the quality and variety can be improved to attract a larger percentage of the shopping catchment.

It is also recognised that with increasing public sector cuts resources for this type of activity are scarce, therefore working with partners to pool resources will maximise the potential opportunities.

With this in mind a steering group of key stakeholders has been formed and a strategy will be developed over the coming months.

Car Parking

Car parking charges have been identified by retailers as a major contributor to falling footfall within the City Centre. In May this year the Retail BID published a review of city centre parking, which made a number of recommendations for improvements.

The review identified that while the cost of parking was competitive when compared to other cities, the maximum length of stay was a major issue. Nottingham City Council has therefore agreed to remove the maximum length of stay for on street parking and to simplify the pricing structure. These changes will come into effect in October this year.

2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

As outlined above there are a number of positive initiatives already underway which are aimed at ensuring that the City Centre remains successful and drives growth for the future.

While they are all interrelated and have been developed in consultation with each other, there is still no overarching vision for the City Centre and there are still some gaps that need to be addressed such as crime, licensing, cleansing, and others.

With this in mind it is proposed that an overarching strategy for the City Centre be developed with partners, which identifies a vision for how the City Centre looks and operates, encompasses those areas outlined above that work has already started on and identifies the remaining elements that will contribute towards maximising the growth of the City Centre, while making it a fun, inclusive and safe place to visit.

Discussion needs to take place on the proposed content of the strategy and timescales for delivery.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

One option would be to have no overarching strategy, however not doing so could mean that future decisions and the delivery of services within the City Centre may not be contributing to a common goal or vision, and could potentially duplicate or conflict going forward.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

An application has been made to Transformation Board for funds to establish a City Centre Co-ordinator to be based within the Economic Development team. It is envisaged that this individual would be responsible for the development of the City Centre strategy, supported by resources within the Economic Development budgets.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

None

6 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)

X

EIA will be completed however on the final strategy.

- (b) No

- (c) Yes – Equality Impact Assessment attached

7 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

None

8 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

The Nottingham Growth Plan

