

SDB Task & Finish Group – Vibrant Town Centre – NOTES – 3 November 2016

Date: 3 November 2016 Venue: Bicester Town Council Offices		Group members: Cllr Richard Mould (RM); Ben Jackson (BJ); Maria Curran (MC); Jenny Barker (JB)		
Completed by: Maria Curran				
	Issue	Status/Resolved	RESP.	BY
1.	Role of the Task & Finish Group	<p>The focus of this Task & Finish group needs to be informed by the final report from the ‘Retail Success’ project, commissioned by the council’s Economic Growth team but as yet unavailable. A copy to be circulated.</p> <p>Other strategic objectives:</p> <ul style="list-style-type: none">• Develop positive relationship with the independent retailers group• Establish current baseline for town centre against which progress can be monitored• Implementation of ‘quick wins’ for the town centre• Marketing of the town centre	MC	
2.	Identified Tasks	<p>To fulfil the group’s strategic objectives the following specific tasks were identified:</p> <ol style="list-style-type: none">1. Relationship with independent retailers group Obtain feedback from the retailers’ first group meeting and establish lines of communication with the group2. Town Centre Baseline Progress a benchmarking report from garden town funds & trend analysis of vacant premises3. ‘Quick Wins’ Continue to progress implementation, refining/re-assignment of tasks where in light of discussions with the Bicester Chamber, Bicester Vision and		

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		<p>independent retailers group</p> <p>Explore opportunities to address rent/ rates/ car parking issues</p> <p>4. Marketing</p> <p>Maintain a forward calendar of events planned for town centre</p> <p>Explore opportunities for new events such as speciality markets, food festival etc.</p> <p>Produce a map of town centre businesses for new and existing residents</p> <p>Securing resource(s) to undertake these key first tasks is critical</p>		
3.	Emerging Programme	<p>Within 6 months:</p> <ul style="list-style-type: none"> Progress update on delivering these key first tasks particularly the 'quick wins' <p>Within 12 months:</p> <ul style="list-style-type: none"> Baseline/ benchmarking work to be completed and information communicated to Bicester residents Evaluate and report on progress 		
4.	AOB	None raised		
5.	Next meeting date	Following receipt of 'Retail Success' report - date to be agreed	MC	