

## Town Centre Implementation Plan (Draft)

Project Phase	Project Description	Implementation Lead	2016/17 Qrt 3	2016/17 Qrt 4	2017/18 Qrt 1	2017/18 Qrt 2	2017/18 Qrt 3
Town Centre Commissioner Recruitment	X3 Town Centre Managers recruited into the Employment, Skills and Enterprise service through service-wide re-organisation recruitment process	Matt Dibben					
Town Centre management action plan implementation	Town Centre Managers take ownership of the draft Town Centre Management action plans.	Town Centre Managers, Grace Nelson					
	<b>Operational Working Groups'</b> developed to deliver and oversee the town centre management approach and action plans in the X6 prioritised areas (including representation from across the council, with a focus on environmental mgt) that meets the identified needs and issues of the area).						
	Performance management matrix established by the Town Centre Managers to track performance in their respective centres, according to the issues at hand. The Operational Working Group will be accountable to performance, and it will be reported periodically to Regeneration and Environment DMT (to act as Programme Board for Town Centres).						
Development of more detailed Investment Plans	<b>Town Centre Programme Group</b> to be established to oversee the capital investment programme; including Employment, Skills and Enterprise, Regeneration, Strategic Planning, Strategic Property, Finance, Culture, Housing, and CYP.	Matt Dibben					
	Completion of more detailed investment plans and designs for the prioritised Town Centres (regardless of funding decision, these will provide the framework, from which, investment can be sought for delivery).	Grace Nelson (with support of the Programme Group.					
	Indicative costings and business cases for site development where not already available.	Clear cross-council involvement required as relationships with					
	Holistic planning of the sites within a plan for each centre in their entirety (i.e. each proposition will impact upon one another and core infrastructure needs of the centre so need to be considered as a whole)	stakeholders dispersed across departments)					

	<b>External stakeholder engagement</b> will need to be conducted in tandem with the development of the draft capital programme designs for Town Centres. They must be supported by the community (including businesses, residents, Members, and other key representatives such as Neighbourhood Planning						
Delivery of Investment Plans	Business cases will be utilised to bid for CLIL, council capital investment, or external funds (such as GLA funding when released).  Note: essentially the specific proposals for sites can be launched as and when they have detailed business cases approved by Capital Investment Panel. This will be according	Town Centre Managers					
Baseline research: £60k New Homes Bonus Commission	Develop specification for Town Centre baseline information	Grace Nelson					
	ITT published to the market (minimum 3 bidders invited)						
	Evaluation conducted by officers						
	Study delivered						
Feasibility Study for Business Improvement Districts (BIDs): £50k New Homes Bonus Commission	Develop specification. Seek input from other neighbouring boroughs where BID's have recently launched (e.g. Ealing, Westminster, Camden). Consult existing business networks prior to launching study? ITT published to the market (minimum 3 bidders invited) Evaluation conducted by officers Study delivered	Grace Nelson					

Town Centre Programme Group - Membership			
Name	Job Title	Department	Note re representation
Matt Dibben (chair)	Head of Employment, Skills and Enterprise	Regeneration and Environment	Management of improvement plans and Town Centre Commissioners
Grace Nelson	Regeneration Officer - High Streets	Regeneration and Environment	Town Centre partnerships and developemnt of improvement plans
Anouska Raguwan	Regeneration Support Officer	Regeneration and Environment	Project support/ secretariat
Tony Nixon	Strategy and Knowledge Manager	Resources	Property capital programme
Gareth Robinson		Resources	Finance capital: link to Capital Investment panel
Tony Hirsch	Strategy and Policy Manager	Community Wellbeing	Housing policy and partnerships
Martin Crank	Head of Neighbourhood Regeneration and Wellbeing	Brent Housing Partnership (BHP)	BHP housing development and community engagement
CYP Strategy and Partnerships (consult Brian Grady)			Link to CYP local needs
Public Health (consult Melanie Smith)			Link to Sustainability and Transformation Plan
Maire Grogan	Regeneration Officer	Regeneration and Environment	Commercial workspace
Claire Jones	Strategic Planning	Regeneration and Environment	Local Plan, CIL and planning policy
Jonathan Kay	Development Manager (Funding & Appraials)	Regeneration and Environment	Development propositions
Sadie East	Strategic Advisor	Performance, Policy and Partnerships	OBR: Regeneration (Harlesden)