

Minutes
Retail Forum Working Group
Future of Retail – Town Centre First/Night-time Economy (TCF/NTE WG)
Meeting 2
26 April 2022

CHATHAM HOUSE RULES APPLY

Attendees: Appendix A

Minutes: The minutes from this meeting are to be agreed under Silence Procedure and will be available on www.enterprise.gov.ie

Objective: The **Future of Retail – Town Centre First/Night-time Economy** working group is tasked with identifying a set of achievable actions to feed into a Retail Action Plan that will be presented to the Minister for Retail, Damian English T.D. at the Retail Forum meeting on 08 June 2022.

1. Welcome

The Chair welcomed the members of the working group and thanked them for their participation.

The focus of meeting was to discuss the draft actions.

Issues Discussed:

1. A robust conversation between members took place regarding the implementation structure for the TCF policy – principally the remit, budget and governance of the TCF Office and the role of the Town Centre First Regeneration officers.
2. Members sought more detail on the implementation of the TCF Policy, in particular –
 - establishment of the Town Centre First Office – who will run it - will it be ran by civil servants, what budget is available, when will it be established, how will it provide consistency to the implementation of TCF?
 - appointment of Town Regeneration Officers
 - appointment of Town Teams
 - development of Town Plans.
3. It was established by some members of the group that without further clarity on the key aspects of infrastructure of the implementation of policy it is difficult to move forward on identifying actions for the Retail Action Plan.
4. The Chair offered to seek further information from the Departments leading on TCF policy – Department of Housing, Local Government and Heritage (DHLGH) and the Department of Rural and Community Development (DRCD) on the points raised and to share any information received with the Working Group members.
5. Consideration needs to be given to the Night-time Economy (NTE) policy implementation also.

Actions Arising:

1. DETE to consult with DCRD and DHLGH regarding points 2 and 4.
2. WG asked to continue to consider actions on how to optimise the implementation of TCF in the medium-term to long-term.
3. WG asked to continue to consider actions on how to optimise the implementation of NTE in the medium-term to long-term.

4. Seek further information on and explore how the Erasmus programme in UCD on citizen engagement could be deployed through TCF.

Retail Section
Department of Enterprise, Trade and Employment
April

2. Draft Actions:

Lead	Action	Detail	Timeline
All Members/DETE	Retail sector to engage with the Town Centre Office (TCO) at an early stage to contribute to the development of town plans and any skills programmes/capacity building programmes for town teams that might be developed under TCF.	TCF/NTE WG to invite TCO office attend the Retail Forum to outline how retail and locally traded businesses can input into town plans/capacity building programmes	Short-term
DETE/BID WG member	Consider how the Retail sector can support the recruitment of Town Regeneration Officers (TRO)	DETE to consult with the Town Centre First Office on process of recruitment of TRO	Short-term
DETE	Collaboration between NTE and TCF initiatives where appropriate. Ensure linkages between offices		Short-term
	DATA - Better understand what data sets are in existence and what data policy going forward is to open up Gov data. National Land Register - Dataset - PSB Data Catalogue. Should TRO lead on data collection? Development of a gap analysis for data	Consult with OGCIO, TCF. Members to identify what data the Health Check gathers and if feasible to gather any of that data which is collected manually through digital means.	Ongoing

	required for town centres.		
	Examine feasibility of a second nationwide culture night in the calendar from 4 February 2023 in collaboration with NTE.	This was noted in the NTE Taskforce Report and would allow time for retailers to prepare for night-time opening in Winter 2023	Medium-term
	Retail sector and business community to collaborate with Town Centre First Office on the development of a new national Toolkit to support the implementation of the TCF Policy by providing a range of examples of best practice and available resources to guide implementation as per Action 6 of the TCF Policy	<p>The Toolkit will include:</p> <ul style="list-style-type: none"> • A TCF Web Portal to provide an accessible and central dashboard to navigate the TCF Framework including the National Toolkit, National Policies, Sectoral supports, available funding and specific enabling tools nationally; • Specific strands targeting key factors such as urban development, economic purpose, social function, digitalisation, sustainable mobility, accessibility for persons with disability or reduced mobility, community engagement and climate action; • A national, integrated and scaled-up Health Check Model which utilises existing progress through the Heritage Council's Collaborative Town Centre Health Check approach and builds a national database on our towns; • A best practice model for developing a TCF Plan that can be adapted to suit the characteristics of all towns and inform future investment decisions; • Varied examples (Pathfinder Towns/ Case Studies) of successful, vibrant, revitalised town centres 	Medium-term
	Retail sector and business community to work with TCF Office to help promote existing exemplars and current models which illustrate successful		Medium-term

	Town Centre living and explore how to encourage behavioural change as per action 15 of the TCF Policy.		
DETE	Encourage members to submit proposals to the Night-time economy WG.	Invite Working Group members to submit ideas. DETE to find out what support is available	Short-term
Chambers/BID/Town team lead. All members	Current initiatives that work. Consider the development of a pilot Night-time Economy (NTE) project for independent retailers on one day a week from 6pm to 8pm and roll it out in a few Purple Flag towns (e.g., cultural companion programme for over 55's)		Medium-term

Appendix A: Attendance list

Organisation	First Name	Surname
Department of Enterprise, Trade and Employment (DETE) (Chair)	Maedhbh	Cronin
Chambers Ireland	Margaret	O'Brien
Dublin Town	Richard	Guiney
LGMA	Billy	Duggan
ISME	Finbarr	Filan
Retail Excellence	Duncan	Graham
RGDATA	Tara	Buckley
TU Dublin	Damien	O'Reilly
UCD Centre for Irish Towns	Philip	Crowe
Retail Ireland	Samira	Nicolo

DETE Officials	Deborah	Dignam
	Niamh	Martin
	Sandra	Mullen
	Mary	Cullen
	Susan	McNamee

Apologies:

Organisation	First Name	Surname
Hair and Beauty Industry Confederation	Margaret	O'Rourke Doherty