

# Minutes of Operations meeting

11am, 11<sup>th</sup> August 2014, Broadway House

## Present:

Russell Downing (RD), Nigel Morrison (NM), Graeme Leech (GL), Rachel Craggs (RC), Andrew Cooch (AC), David Pickett (DP), Scott Waters (SW), Jeff Beck (JB), Valerie Whitten (VW)

## Apologies:

James Allen (JA), Andy Day (AD), Philip Gray (PG), Susan Powell (SP), Graham Hunt (GH), David Allen (DA), Lindsey Finch (LF), John Donachey (JD), Pamela Bale (PB), Mark Cole (MC), Paul Redman (PR), Caroline Edmunds (CE), Rob Stokell (RB), Jodie MacAndrew (JM).

	<i>Item</i>	<i>Action</i>
1	<b>Welcome &amp; Introduction</b> <ul style="list-style-type: none"> <li>All were welcomed and introduced</li> </ul>	
2	<b>Apologies</b> – see above	
3	<b>Minutes of last meeting - Agreed</b>	
4	<b>BID Update</b> <p><b>4.1 Power supply</b></p> <ul style="list-style-type: none"> <li>A way forward with funding has potentially been found so it was hoped that this would be back on track to be installed by Christmas 2014</li> </ul> <p><b>4.2 Christmas Market</b></p> <ul style="list-style-type: none"> <li>The Group was updated with the latest plans to hold the Christmas market in and around St Nicolas Church</li> </ul> <p><b>4.3 Wayfinding</b></p> <ul style="list-style-type: none"> <li>The group was updated on the progress of the monolith refresh – time scale is still to achieve installation by end August 2014</li> </ul> <p><b>4.4 WiFi</b></p> <ul style="list-style-type: none"> <li>The group was updated with current progress. Still waiting on conformation from WBC that they are happy with the hardware and its installation.</li> <li>Time line is still achievable for Christmas 2014</li> </ul> <p><b>4.5 Purple Flag</b></p> <ul style="list-style-type: none"> <li>The group was updated with the planned PR activity to start promoting Purple Flag to members of the public.</li> </ul> <p><b>4.6 Footfall Monitoring</b></p> <ul style="list-style-type: none"> <li>The group was updated on the installation of a digital footfall-monitoring camera. The project will be funded 50-50 between BID and WBC.</li> <li>This will enable us to have daily footfall counts that is compared with regional and national trends. It will also allow us to measure the impact events have on footfall across the town.</li> </ul>	

	<ul style="list-style-type: none"> <li>The camera will be able to measure dual direction, i.e. it can identify the direction of travel, this will allow us to understand movement around the town more effectively.</li> </ul> <p><b>4.7 Flyposting</b>            LF: will check and clarify whether this is a criminal offence.            RD: unattractive empty units; GL: could not allowing flyposting be a condition of event organisers using the town?            CD: always refuses permission for events in Victoria Park.</p>	JD to follow up with RD
<b>5</b>	<p><b>Safety &amp; Security</b></p> <p><b>5.1 Rangers Report</b></p> <ul style="list-style-type: none"> <li>Report received well – no issues</li> </ul> <p><b>5.2 TVP Report</b></p> <ul style="list-style-type: none"> <li>No report</li> </ul>	
<b>6</b>	<p><b>WBC –</b></p> <ul style="list-style-type: none"> <li>No report</li> </ul>	
<b>7</b>	<p><b>NTC</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>	
<b>8</b>	<p><b>Accessibility, Parking &amp; Transport</b></p> <ul style="list-style-type: none"> <li>Discussion took place around the use of ‘A’ Boards and the need to manage the situation.</li> <li>Discussion took place around the increasing use of mobility scooters in and around the town. VW commented that the disability groups are aware of the potential issues that are starting to come to light.</li> <li>Any concerns regarding rights and the legislation please contact VWitten@westberks.gov</li> </ul>	VW
<b>9</b>	<p><b>Clean and Green</b></p> <ul style="list-style-type: none"> <li>Gum removal – approx.£20k – no budget available; PR – why is this not part of WBC cleaning? MC – too costly; also the process can remove sand within the block paving. – Moved forward to next meeting</li> <li>DP: fed back re the back pack method – not suitable for Newbury</li> <li>It was agreed that a ‘Town Walk’ be conducted as one had not taken place for six months.</li> </ul>	MC to check with WBC contact  RD
<b>10</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li><b>None</b></li> </ul>	
<b>11</b>	<p><b>Date of next meeting:</b> 13<sup>th</sup> October 2014, 11am Broadway House</p>	