

A meeting of the Newbury BID Board was held on 20th September, 2018

Attendance:

Scott Waters, Russell Downing, Anna Sampson, Ross Drake, Lynsey Finch, Paula McAuley, Alison Bird, Fiona Crook Smith, Hugh Peacocke, Phil Gray, Jean Ince, Rob Boobyer, Andy Murrill, Andy Marmot, Chris Davies, Sebastian Court and Mag Williams.

1. Welcome

The Chairman welcomed all to the meeting.

2. Apologies

Apologies for inability to attend the meeting were submitted on behalf of Graeme Leech, Andy Day, Alastair Chapman, and Matt Garvey.

3. A.O.B

Hugh Peacock – The Charter Market

4. Minutes of last meeting.

Hugh Peacocke requested that Paragraph 6.1 of the previous Minutes from the Board Meeting on 17th May, 2018 were expanded upon and submitted a re-written paragraph. The board agreed.

The paragraph in question relates to Christmas light funding, and Jean Ince requested to know what percentage of the board agreed the proposal, and why she was not included in the final consultation. RD pointed out that with the exception of Hugh Peacocke, all board members had been consulted, and agreed to forward the information. *Hugh Peacocke said that he was not consulted along with all other Board members on the Christmas lights proposals and Russell Downing responded that he and Andy Day had decided that he should not be consulted to avoid any conflict of interests. Hugh Peacocke said that while he recognised the issue, he was dissatisfied about the manner in which the decision was made and the fact that he was not informed.* It is apparent some Board Members are not entirely sure of their role at the BID – it was agreed to re-circulate the articles of association they signed up to.

5. Correspondence received.

None.

6. Managing Directors Report.

The Board considered the report of the Managing Director, which covered a number of areas of activity. A summary of these activities is set out below.

A meeting of the Newbury BID CIC directors was held on 11th September 2018, a number of changes/recommendations were tabled to aid the board and make the board meeting more proactive rather than just reflective. As a result, the directors agreed the following actions:

Monthly meeting of the directors to cover, but not limited to: Finance (P & L, Balance sheet, Capital investment) Governance & Procedures • Emergency Meeting within three working days of any H & S or major issue

Below are the key areas of activity since the last board meeting;

Events – We have had two large outdoor events since the last board report in July, firstly a new event for this year ‘Newbury Covers Festival’ this was a two day event following the same format as the Jazz & Blues, this was very well supported and received by both the public and the businesses who benefited from the addition footfall in the Evening Economy. Feedback suggests that these events are very popular, and we are looking to increase from two to potentially three or four next year. The second event was our 1940’s weekend, ‘Their Legacy our History’ while this was the most time consuming and painful event we have organised, the weekend was a great event across the whole of the Town Centre utilising the library, museum, St Nics Church, Control Tower and Littlecote as well as the open spaces. A full team effort over many hours made Newbury a fantastic place to be over the weekend. We are now working towards Hallowe’en.

CCTV – We now have 10 live feeds, both BT and Century are attending site to resolve the remaining three, a press release has been drafted and is currently with the Kennet Centre for approval. We have carried out the standard audit on the ICO website and are currently sourcing stickers to fix to the CCTV poles. BT have thrown us yet another curved ball and have asked us to pay the line rental during the time the cameras were out of commission, I am currently fighting this and will update you when I have more information. The board would like to see video of the control room up and running – possibly on social media.

Commercial Revenue – This continues to be strong, the dry weather is having a positive effect on bookings. With the unfortunate incident with the wall on Northbrook Street we have suspended all banners. As an outcome of the directors meeting we are waiting on confirmation of a few points from WBC H & S executive. We do not intend to utilise the two additional sites we identified last year and stick with the one main site that, to date, we have not had issue with. This will clearly have a knock-on effect to commercial revenue, as such we are exploring using lamppost banners and are currently talking with WBC to see if we can make this happen.

Attractiveness of the town – FREE Recycling for BID Businesses will commence second week of October. Along with the events this utilises the electric vehicle for the short term until we can recruit for a street operative. This is still proving challenging despite advertising job share.

Newbury Business Watch –Window stickers have now been issued and many of the businesses are displaying them. Radio usage continues to improve. DISC continues to work well, but as ever relies on input from the members. There are few issues arising at the monthly meeting, however shop lifting remains the main issue, along with excluded offenders still being in the Town Centre.

Newbury Pub Watch – This is now progressing well, with all the pubs and clubs signed up and actively using the DISC messaging service. Paula holds regular meetings with the licensed trade with police in attendance.

Newbury Indies – The window stickers have been produced and distributed, great engagement on social media with some of the businesses really promoting the fact that they are independents. We continue to push this via our own marketing and will ensure it stays on the agenda at the Indies meetings.

Newbury CIC – WBC have now approved the plans for Newbury CIC, as such there is a meeting on Thursday 20th September with key stake holders with a view to forming the exec board to drive it forward. Russell and many others are working on Newbury CIC, this is business lead, not political with names such as Vodafone and Donnington Valley involved.

Purple Flag - We have had confirmation that Newbury has been re accredited with Purple Flag status for a further twelve months, thanks in no small part to Mark Tucker (TVP) and Andy Day (WBC) for the stats and information they were able to supply that supported our application.

Awards - Visit Newbury has been shortlisted as a finalist in this year's West Berkshire Best in Business Awards in the events category, this is great recognition for the BID, which has seen both spend and volume/quality of events increase during the second term.

Associations - As most of you know Newbury sit on the Council of The BID Foundation, the national body that represents BIDs. This is great exposure for Newbury on the national stage, as such Russell attended the official launch in Brixton where the plans were revealed for the year. Newbury BID is also affiliated with the Association of Town and City Managers (ATCM), Russell attended the recent Summer school conference to ensure we are up to date with industry trends and requirements.

6.1 Finance/Budget Review

No issues raised – all is as it should be.

6.2 Operations

Operations walk around all good – signs of work going on, including the Market Place Setts.

6.3 Marketing

The BID no longer use Appleprint for their Marketing. Tony Hiller is currently coming to the BID every morning during the week, on three month contract. This has demonstrated a saving in costs and Tony is a pro-active and knowledgeable team player. The BID marketing will go to tender – Anna Sampson from Boomerang Creative expressed an interest in tendering.

6.4 Footfall

RD presented August's footfall figures, which has been a difficult month due to Summer holidays. The BID have invested in 'Indestinate' which provides more detailed intelligence, costing more or less the same as a second camera.

6.5 Vacancy Rates

Several refits are underway, improving properties on the market.

7. A.O.B

Charter Market – Hugh Peacock ran through the findings of the survey on the Charter Market. It was found that the public wanted the market to be held in the Market Place, but some traders were unhappy about moving there. It was felt that more stalls were needed to make the market place a vibrant place, but that it could not remain staggered between two locations.

The next Board Meeting will take place on Thursday 17th January, 2019 at 10.30 am