

# Minutes Oxted BID Board Meeting

11<sup>th</sup> February 2020

Attendees: Anne-Marie Dickinson Barbara Khattri, Robert Leech, Mike Pocock, Adrian Pointer, Tracey Shrimpton

Apologies: Sally Hill, Charlotte Parker

## 1. Minutes of Previous meetings

The Board approved the minutes of the meetings from 3<sup>rd</sup> December.

**Action: T Shrimpton** to update and publish on the Love Oxted website.

## 2. Key Decisions / Projects

- AGM: The outline and agenda was agreed. Robert to introduce, Tracey to present update on BID activity and focus for 2020, Adrian to talk about sustainability, Footprint on Digital and Mike King to present on high streets and what other towns have done. Attendees to advise what they want to see happen.
- Reballot: The key themes for the revised business plan were Sustainability, Digital, Marketing and events, Town Appearance and Business Support.
- Signage – it was agreed that the map that Footprint are working on would be a good interim solution to signage issues.
- VE Day (Saturday 9<sup>th</sup> May). It was agreed that the BID should support the event with funding of £2,000 approved. This would cover the road closure application, road marshals (suggested TDC staff who have appropriate training), TEN licence for entertainment / music / if alcohol is served). The BID would encourage businesses to get involved, include a trail on the app, run a social media campaign in return for joint branding of the event, and acknowledgement of BID support. **Action: TS** to progress

## 3. BID Manager Report

### Sustainability

- TS is attending and event on sustainable high streets organised by the Association of Town and City Managers (ATCM)

### Digital Strategy

- Footprint are making frequent visits to businesses. TS and Footprint are taking the lead on collating content to support businesses.
- Footprint are progressing replacing the window vinyls by Lorimers to create a social media friendly image.
- There is a competition on the app for people to win £50 in a prize draw if they download the app before 31 March.

### Events

- The Easter trail will follow the format of the Halloween Trail and take place over the Easter holidays from 4-19 April.

### Business and Community meetings

- The Business and Community meetings will start again after the AGM. Proposed dates are 7<sup>th</sup> April, 5<sup>th</sup> May, 2<sup>nd</sup> June, 7<sup>th</sup> July, 8<sup>th</sup> September, 6<sup>th</sup> October, 3<sup>rd</sup> November

### Welcoming, Safe & Attractive: Trees / benches

- The BID Board considered the regeneration / public realm report. Due to the current development in the town this cannot be progressed at this time and should be considered for the future.

### Car Parking & Signage

- Issues have been raised with Reigate & Banstead about their aggressive approach to parking enforcement of suspended bay at the weekend and ineffective enforcement during the week.
- The BID has purchased road cones that can be used in the suspended parking bays on Saturdays, as a reminder to shoppers that they are unable to park in the bays.

### 4. Finance

- Levy bills have been sent to businesses with the annual business report.
- New bank account signatories are now in place
- The bank account correspondence address should be changed to the registered office address. **Action: TS** to take forward
- The VAT return to 30 December has been submitted.
- Year End – the expenditure statement are being prepared to present at the AGM.

### Summary of expenditure to date (FY 2020 to 31 January)

Key Priority area	Expenditure to date	Activity
Image, Promotion, Marketing and Events	£1,100	BID Manager time (emails, AGM, meeting with businesses, business report to accompany levy bills, website updates, social media), Digital marketing and Loyal Free app, Website hosting; Board and planning meeting preparation including reports, documents, notes and budget, Easter Trail, Summer Events, summer market, Halloween event and Christmas event
Welcoming, Safe and attractive	£610	Hanging baskets, Christmas lights, BID Manager time, Crime meeting, Dementia Friendly Oxted, Digital marketing and Loyal Free app, Tree project Board and planning meeting preparation including reports, documents, notes and budget
Backing Business	£400	Business crime, meetings with police and businesses; Digital marketing and Loyal Free app, Procurement, Board and planning meeting preparation including reports, documents, notes and budget
Lobbying, Representing and Bidding	£400	Digital marketing and Loyal Free app, Board and planning meeting preparation including reports, documents, notes and budget
Car Parking & Signage	£400	Signage project, Digital marketing and Loyal Free app, Board and planning meeting preparation including reports, documents, notes and budget
Reballot	£140	
Management and Admin	£663	BID Manager time (bookkeeping and accounts preparation, AGM, Business report to accompany levy bills, Director recruitment activity, Annual Insurance, Companies House updates), G-suite for email account, AGM costs
<b>Total</b>	<b>£3,713</b>	

### 5. Future Board meeting dates

- 25<sup>th</sup> February (AGM), 16<sup>th</sup> March, 14<sup>th</sup> April, 12<sup>th</sup> May, 16<sup>th</sup> June, 14<sup>th</sup> July, 15<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December

### 6. AOB

It was agreed that Mike Pocock should be given voting rights on the Board.