

**Bognor Regis Town Centre Management &
Shadow Business Improvement District Group Meeting
15.15 Thursday 14th September 2017**

Present: Dave Cooper (Chair), Toybur Rahman, Jim Brooks, Sheila Hodgson, Paul Wells, Chris Heaps, Sandy Longley, Matt Reynolds, Caroline Gosford

Apologies: Jeremy Pardey, Stewart Nicolson, Denise Vine

Minutes: Sally Gould

		Actions
1.	<p>Introduction and Welcome:</p> <p>The minutes of the previous meeting, held on the 27th July, were reviewed and agreed to be an accurate record.</p> <p>Update on outstanding actions:</p> <p>Station Clock: no update, will chase up</p> <p>Business Wardens: TR is setting up a meeting in the next 2 weeks with the Police and Arun. PW reported that the Business Wardens had not been seen for 2-3 weeks. CH commented that homelessness is becoming a bigger issue.</p> <p>Footfall: recent figures will be published in the next Newsletter</p> <p>Seafront Hoarding: CG will follow up on funding</p>	<p>CG</p> <p>TR</p> <p>TR</p> <p>SH/CG</p>
2.	<p>Work Programme Update:</p> <p>Shopfront improvements:</p> <p>TR reported that he is getting involved in the issue with the Keith Jay building, which still has scaffolding up from the fire damage some time ago. There is lots of scaffolding up in the town in general – Reynolds/Glyn Jones/Old Town and is an indication of continuing investment by businesses.</p> <p>Oxfords is now Punch & Judy, a Sports Bar Lawrence Butchers is under new ownership Store 21 is finally closed. There is local interest in the unit and also some interest from a Blue Chip company, not known who.</p> <p>Homelessness: over the summer there has been a huge increase in the numbers sleeping, often all day, near Wannops/Boots/Sports Direct. Also a problem now in Bell Street, behind the old McDonalds. TR had reported it to the authorities and would also report it to Street Link. CH reported there had been an increase in new faces recently.</p> <p>Increase in Shoplifting: DC asked if this should be raised with the Crime Commissioner? TR said that it had been but there had been no response yet. DC thought there should be a concerted action from Arun/Town Council n this issue. It was agreed that all the traders should combine to raise the</p>	

	<p>issue. TR reported that the same problem was being experienced in both Littlehampton and Chichester. Concern was raised re the apparent lack of a police response to these issues.</p> <p>Street Markets: over the summer have been relatively successful, though TR felt that the standard of traders has dropped. The Artisan Market has been going well, with another being considered for Christmas.</p> <p>Southdown Folk Festival takes place 23/24 September. DC had heard a plug for it on Radio 2 on Wednesday 13th. Becoming nationally recognised. Bookings for stalls were good so far.</p> <p>Vacancy rates: TR is doing an audit.</p> <p>Turn the Tide conference taking place 22nd September.</p> <p>Real time Bus destination boards in Town Centre: are now in place.</p> <p>Methodist Church: large tree near church needs cutting because it is obstructing camera. Tree is not subject to a TPO. Area around church needs opening up for better security.</p> <p>CCTV cameras: there is an issue with some of the cameras not working or pointing in the wrong direction, to be taken up with the Police.</p> <p>Entrances into Town: approaching via Longford Road: is becoming an issue. The road is too narrow for buses to pass parked cars/delivery vans etc. Needs improvement to give a better impression when visitors drive into town.</p>	<p>All</p> <p>TR</p> <p>TR</p>
<p>3.</p>	<p>Bognor Regis BID programme update:</p> <ul style="list-style-type: none"> • There was a discussion concerning the form of company that needs to be set up. TR reported that the CIC route had been found by some other towns to be burdensome after a couple of years. Lots of BIDs are switching to a Limited company as it provides greater flexibility. DC asked if everyone present was comfortable with a limited company? All present were agreed. • Following a discussion and with reference to the BID proposal it was agreed that the Shadow Board will continue to operate until April 2019. Further to this, a meeting will be held with BID Levy payers in February 2018 to seek views on the future governance and management of the BID. A new Chair and Vice Chair for the Board will be appointed in March 2018 from the levy payers. The University and BR Town Council will continue to be represented on the Shadow Board as stakeholders. In addition, 2 positions should be offered to non-levy payers/voluntary contributors with full voting rights. • What should the Shadow Board be called? Bognor BID Company – BBC? • TR said that once the Company is set up, there would need to be a Solicitor and Accountant and asked for suggestions. It would be sensible if these were levy payers. 	

<p>4.</p>	<p>Town Centre Manager Role:</p> <p>TR has a contract until October 2018 after which his role will need re-contracting. He could be employed directly or indirectly, seconded from the University. In addition, it is likely that the BID will need to employ additional staff eg. Administrator/BID Warden. Should the Board decide to retain the services of TR via the University, then the University would retain the redundancy contingency/do all the HR/pension etc.</p> <p>TR was asked to leave the room at this point and a brief discussion took place. DC explained the options:</p> <ul style="list-style-type: none"> • TR continues as BID Town Centre Manager either employed directly by the BID Company from October 2018 • TR is employed by the University and seconded to the BID Company • BID Company goes through a recruitment process from October 2018 to maintain transparency. <p>DC will take the opinion of the whole Board to decide which option should be followed. He is happy to have discussions by email, leaving TR out of the correspondence.</p> <p>DC asked for some prioritisation re Year 1 Projects identified in the Business Plan. It was suggested that this could be the subject of a workshop to be held with levy payers but the projects would need costing before that could take place.</p> <p>TR will do the costings. There should be a few quick win projects together with some longer term projects. A quick win project that was suggested was another Bognor Aerial Birdman, as there was a huge footfall the weekend when it took place. TR will do a draft Year 1 programme and put it out for consultation.</p>	<p>DC</p> <p>TR</p>
<p>5.</p>	<p>Communications Plan:</p> <p>There has been a bit of a hiatus in communications with the BID levy payers/businesses since the BID was successful and beginning the implementation process. TR thought that the Winter Newsletter in early October would kick start things again. DC asked if the minutes of this meeting should be published in the Newsletter. It was agreed that this was a good idea. They should be published on the BID website.</p> <p>When the BID Company is created there will need to be an operations group within it. CH felt that there should also be a central point for communications and this may need additional support.</p> <p>Should the Police be invited to attend the BID Board? TR will research other BID Boards and report back.</p> <p>PW asked where the TCM will be located in future? Currently TR is in an ADC office, free of rent and WIFI charges. The requirements for space, charging and availability needs further investigation.</p> <p>A draft Operating Agreement with ADC is needed for collecting the levy, this needs to be in place before Christmas.</p>	<p>TR</p> <p>TR</p> <p>TR/CG</p> <p>TR</p>

	Voluntary Contributions: the first of these has been offered by the Beechcroft Hotel.	
6.	Any Other Business: Free Parking: PW said that the decision by Arun was to continue the 2 hour free parking scheme for another year. It was proposed to charge £2 for the disc next year (current charge is £1). DC had been with a group of students who had been talking about relationships with the Town Council. They would like to establish a student Bognor Council and meet with the BID Board.	