

**Bognor Regis Town Centre Management &  
Shadow Business Improvement District Group Meeting  
15.15 Thursday 12<sup>th</sup> October 2017**

**Present:** Dave Cooper (Chair), Toybur Rahman, Jim Brooks, Sheila Hodgson, Paul Wells, Matt Reynolds, Denise Vine

**Apologies:** Sandy Longley, Mark from Wilko, Condor blinds, Caroline Gosford, David Myers, Chris Heaps

**Minutes:** Sally Gould

		Actions
1.	<p><b>Introduction and Welcome:</b></p> <p>The minutes of the previous meeting, held on the 14<sup>th</sup> September, were reviewed and agreed to be an accurate record. They have now been uploaded onto the BID website.</p> <p>Update on outstanding actions:</p> <p>Station Clock: no update. The clock is not part of the Station update maintenance. CG &amp; JB looking into this</p> <p>Arcade Clock: is ready to go up.</p> <p>Business Wardens: a meeting has been scheduled for early November with Police and Community Safety team</p>	<p>CG &amp; JB</p> <p>TR</p>
2.	<p><b>Work Programme Update:</b></p> <ul style="list-style-type: none"> <li>• Methodist Church Tree: has now been pollarded and the area has been tidied up. Gate needs repairing and if there was a small gate in the wall, it would stop the build-up of leaves.</li> <li>• Solicitors/Accountants needed: TR will send expressions of interest to them the University cannot be involved in this process.</li> <li>• Town Centre Manager Contract: TR was asked to step out of the room for this item. DC had sent an email out proposing the 3 options and had received 8 responses. The future of the TCM and various contractual options were discussed. At this time there has not been input from all parties. It was decided to wait for that input and to make a final decision at the next meeting.</li> <li>• Future location of the TCM will be taken forward by TR &amp; CG</li> <li>• Draft Year 1 Programme: has not yet been finalised.</li> <li>• Police: will they be invited to attend the BID Board? Some Boards do invite the Police, some invite them when it seems relevant. This seems the best option. TR will invite them to one of the Board meetings early next year.</li> <li>• Car Parking: PW reported that the parking discs will be £2 next year and that the art work for the new discs is underway. Spirit FM will</li> </ul>	<p>TR</p> <p>DC</p> <p>TR</p> <p>DC</p>

	<p>be sponsoring the discs and there will be a launch in the Town Centre in due course. The extra income from the increased charge will be spent on a Town project – to be decided.</p> <ul style="list-style-type: none"> <li>• Events Promotion Committee: JB reported that 2 extra projects have been taken on – Marketing &amp; Merchandising and Banners. He asked if the committee can use the lamp columns for banner display. This will be looked into.</li> <li>• Work programme: not much to report in the last month. Refurbishment of various locations is ongoing. The site vacated by Store 21 is being investigated by a number of businesses.</li> </ul>	TR/JB/DV
3.	<p><b>Bognor Regis BID programme update:</b></p> <ul style="list-style-type: none"> <li>• The BID Company needs to be set up by December in order to sign the Operating Agreement with Arun DCC. Solicitors need to be instructed at the outset to identify the directions of the Company.. DV suggested that the Council Legal team could be instructed, although there would be conflict of interest. PW asked who is covering the costs that are starting to be incurred. Some of the costs can be covered under the current funding regime.</li> <li>• What will the Company be called? Bognor Regis BID Company was suggested, but no firm decision has been made.</li> <li>• In terms of governance the shadow board will exist through to April 2019. Following the establishment of the BID Company, the levy paying members of the shadow board will become directors of the Company. The Solicitors will be asked about liability of the directors, although it recognised that the BID company will not be funding any activity until April 2018</li> <li>• To summarise: there are 2 pieces of work to be done <ul style="list-style-type: none"> <li>(1) Incorporation</li> <li>(2) Review of the Operational Agreement for the collection of the BID Levy with ADC.</li> </ul> <p>DC suggested that the next meeting should be in late November to review progress. Date TBC. TR asked for some assistance with tasks that need to be done before the next meeting, MR offered his help.</p> </li> <li>• TR will circulate examples of BID agreements from some other towns for interest.</li> </ul>	DC  TR  TR
4.	<p><b>Communications Plan:</b></p> <p>Draft Newsletter will go out next week. PW will contribute a piece about the parking discs by early next week.</p> <p>At the previous meeting the possibility of holding an event/workshop for the Levy payers was discussed, in order to communicate BID matters to them TR suggested February 2018 for this. Where should it be held? Beechcroft Hotel/Picturedrome/Public Library/Pier – TBC</p> <p>Southdown Folk Festival has now taken place and was very successful. TR received positive feedback from visitors/stall holders and performers alike.</p>	TR PW   TR

	<p>Roger Nash, the event organiser, thought it was the best Festival so far. A big increase had been reported in footfall. TR was asked to supply footfall figures in due course. . There had been a ‘washup’ meeting on the 11<sup>th</sup> October regarding the Festival. It was noted how well the area outside the Arcade had worked well for the Festival, buses were diverted for the duration. Could this area be pedestrianised and the buses permanently diverted? TR will be happy to support this is if there was sufficient support from businesses in the area. . Consensus of opinion was that whilst this might be very good for the Town but it would not be so good for businesses with rear entrances eg. Reynolds, particularly their funeral vehicles, because the buses would be diverted along the road at the rear. DC suggested perhaps buses could be diverted just at weekends? Perhaps this is worth revisiting at a later date, when more progress was made by the people and organisation calling for this</p> <p>Weekly Market: is improving, though TR is struggling to get enough decent core stall holders.</p> <p>Regeneration and Development work:</p> <p>Station: is on schedule and should be fully open by January 2018</p> <p>Creative Digital Hub: is going ahead and should be ready for early 2018</p> <p>Arcade: ADC has now purchased the Arcade. ADC aim to get a better variety of retailers in vacant premises. Possible use of the upstairs areas will be investigated.</p> <p>KFC site: has been sold at auction. It is believed it could be a local business .</p> <p>Footfall Figures: TR reported that they are up 6.8% on the previous year.</p>	TR
5.	<p><b>Any Other Business:</b></p> <p>JB would like to identify some suitable sites for new public art to raise the profile of BR. Chi now has the Keats statue, BR should aim to compete. He will investigate possibilities.</p> <p>Requests for minutes of the meeting have been received, people have been referred to the <a href="http://www.brbrid.co.uk">www.brbrid.co.uk</a> website, where they have been published.</p>	JB