**RTWT Notes of Meeting**

**1pm on Monday 17 January 2022 via Teams**

**Attendees**

Nicky Blanchard (Chair)

Sarah-Jane Adams (BID Director)

Cllr David Scott

Gavin Tyler

Alex Greig

Peter Allinson

Pam Loch

Hilary Smith (Observer)

**Welcome and Apologies**

No apologies had been received.

The Chair informed the Board that following attendance at the last meeting as an observer, Tom Poynter had been sent the paperwork for nomination as a Director but had not yet returned this.

**Action: SJA/NB to follow up with TP.**

**Minutes of last meeting**

The Board agreed the minutes of the last meeting on 22 December 2021.

**Town Centre Area Plan**

It had been intended that Steve Baughen, Head of Planning at TWBC, would attend the Board meeting but SB had sent apologies due to a clash with other commitments. The TCAP for Royal Tunbridge Wells will set out the future vision for the town and will build on the high level policies in the Local Plan that was submitted in November 2021 for examination by the Planning Inspectorate this Spring. HS, NB and SJA had attended the first Working Group meeting for the TCAP on the morning of the 17 January, which comprised Councillors, Council Officers, RTW Town Forum and RTWT BID representatives. The meeting had set the context for future work and agreed Terms of Reference for the group. TWBC is very keen to engage with local residents and businesses from the start of the plan preparation process. The Board will be kept up to date with progress.

**Action: HS to circulate link to town centre policies in Local Plan**

**BID Project Update**

**Christmas lights:** There had been a very positive response to the lights, but the reindeer had been vandalised. It was agreed that SJA would look into an insurance claim, but the Board took the view that it was probably not worth repairing to use again in case the same thing happened. SJA was asked to look into alternative options that would be less liable to damage. One suggestion was lights in the trees in Calverley Road (precinct).

**Christmas Magazine & Film**: Both had been received well. SJA stated that efforts to engage all businesses are on-going (see below).

**BID Accreditation**: SJA is working to get accreditation from British BIDs for the governance arrangements of RTWT. Various governance documents have been reviewed and updated recently and sent to Board Directors for approval as soon as possible. The Articles of Association still needed to be reviewed and agreed. SJA informed the Board that some of the Cllrs from TWBC seemed to be questioning the transparency of the BID.

**Action:** SJA to send out information to levy payers about the different roles of levy-payers, Members and Directors.

**Drink-spiking toppers**: These were to be rolled out soon in partnership with the Safe Town Partnership.

**BID Business School**: The self-defence classes have been successful but will be winding down now. Other training is being planned.

**Grants:** The event grants scheme is to be opened in the next few weeks. A group including AG, RS and SJA has been discussing the approach on grants for next year.

**Engagement with levy payers:** SJA is planning more engagement with levy payers including virtual drop-in sessions and planned workshops/networking sessions.

**Levy collection update**: the year 1 levy collection has been completed and any non-payments written off. The Year 2 & 3 outstanding payments have been collated and pre-summons letters set out. This has resulted in further payments being made. No concessions have been made at present but a decision will have to be made when court dates become available. SJA is planning to put a booklet setting out BID activities into the letters for payment. The levy freeze for next year has been implemented.

**Action: SJA to prepare list of non-payers for the Board.**

**Website**

Further work is planned to ensure the website is up to date and all the governance papers uploaded.

**Budget**

The budget for 2022-23 was presented at the meeting.

* £20K for footfall counters not yet spent
* £25K allocated for Bid Business School
* Money saving consultancy to be halted.
* Other initiatives to include: Purple Flag accreditation; additional door bows, possible Christmas light switch-on, possible streetscene projects
* Recruiting a new member of staff (marketing and admin.)

SJA to send out the budget and will provide this in a pdf document.

**Any Other Business**

None was raised.

**Future Meetings**

The next meeting will be on 14 February at 8.30am.