

**RTW Together Business Improvement District**

Minutes – 20/03/23 – 1030 At 52 High Street, Tunbridge Wells, TN2 5XD

1. **Welcome:** to Clare Waller and Nicola Paffard
2. **Minutes from last meeting**: Approved
3. **Any conflicts of interest**:

**Action: All board members to update**

1. **Board Director Structure Review**
* Appointments: Nicola Paffard is taking over from Gavin Tyler as Cripps representative and Clare Waller was voted onto the board. Alex Greig put himself forward as chair of the board, proposed by Peter Allinson and seconded by Justine Rutland. Vice chair to be appointed at a later date.
* Now eight board directors. Board lacking representatives from creative and commercial letting agent sectors; The Pantiles is also lacking representation. British Land constitutes a substantial portion of levy payers, no representation. (Simon Youden approached RVP about In Bloom but they have no budget. Still a great space for BID to use for coronation).
* Alex Green idea is that if we have more than 5% of businesses from one sector then there should be representation of that sector on the board.

**Action: Alex Greig to speak to Rupert - (Durings) and Daryll - (Bracketts)**

**Action: Alex Green to meet with Alex Greig and Alexia Taylor to review board structure** **and its representation.**

1. **BID Director Report & Ballot Progress Update**:
* Alex Green took board through his report.
* Calvermont: work/live Tunbridge Wells campaign to be picked back up. Good work done on this campaign, but contract was terminated when SJ started. SJ did not continue with the campaign.
* Seedl in beta testing. Further training opportunities to follow.
* Safety supplies ordered for work with Tunbridge Wells Safe Town. Street ambassadors & CCTV will be term 2 campaigns.
* Women’s Safety Charter reviewed. Idea to make women feel more comfortable. Alexia Taylor pointed out that Reclaim the Night is already in existence in Rusthall. Suggestion to collaborate with them instead. Justine did not like the presentation, tokenism, - would rather not have a campaign but action. Soroptimist report findings showed that to make people feel safe 31% would like more police, 27% lightning, 14% education as well as more CCTV and taxi driver scrutiny. Another report has shown that women feel unsafe in parks and commons however these are not the BID area. Night-time economy in Tunbridge Wells is quite different to Chelmsford (where charter is already in place). Bid school training would be appropriate for our levy payers. Suggestion that BID ambassadors could be a term 2 project – used in Brighton and Canterbury. The Women’s Safety Charter would be a £10k spend – funds better spent elsewhere? Additional CCTV? Already in TW: Ask for Angela scheme – very useful for little money, Street Pastors, Safe Town Partnership, Best Bar None. Use funds to promote what is already in the town.
* Grants: paperwork to be reviewed.
* Coronation: Plan being formulated. £35k spend approved: 5k decoration, 5k marketing, 5k support, remainder entertainment activities stretching from The Pantiles to top of town. Flags, bunting & plaques will be used to decorate TW. Other events in place are schools learning sessions, Amelia Scott events over entire weekend, Screen - Calverley Park. BID doing its events on Saturday 6 May.
* BID App: suggested by Alexia – will be a term 2 project.

**Action: Alex Green to send out Calvermont proposal to the board.**

**Action: Alex Green to review The Women’s Safety Charter again.**

**Action: Peter, Simon & Alexia to review grants process with Alex, agree a process and launch it.**

1. **Finance Report**: C/F balance will be around £300k. Underspends: Better Town £60k, events £21k, Accessibility £130k. Overheads small overspend, 15% of budget – below BID guidelines. Marketing and Admin – on budget.
* Collection year 4 – 96%, year 1 nearly 100%.
* £50k aside for re-ballot and Julie Grail.
* Anything we can spend money on now? 5 ways tree? Needs to be replaced, will not be a quick process.
* Dressing the town for summer – flowers? Tie in with In Bloom. Suggestion that if we supply plants, could businesses supply planters?
* AXA hoardings: could something be done for Coronation?
* **Action: Justine to approach AXA again to see if anything can be done for the Coronation.**
1. **2023/24 Budget**: based on 90% income. Staffing costs now split across all areas and not allocated to overheads or admin alone.
* Reballot budget is separate from the 23/24 budget.
* Budget approved.
* Street scene: High Street – stage 3: connecting planters with decking. Shared prosperity fund to contribute. Prioritising high street because already started on it, connects top to bottom of town.
* Peter Allinson would like to see outcome of each of the projects to levy payers, more ROI focussed.
* High Street: 40k spend - should be a term 2 project. No time to start and complete another area by end of next year. Spend money on other street scene, painting lampposts, shop fronts etc.

**Action: Hilary Smith; find out when the temporary license on the High Street runs out & update traffic regulation order at the same time.**

**Action: Change £52k to generic street scene and take out High Street.**

**Action: SL to chase Blueton on planters**

**Action: Alex Green will submit an ROI on projects when complete.**

1. **Town Centre Study**: meeting 20 March– study not finalised yet. Lots of things that support what the BID is already doing and what it will do – very positive. Planning document which has identified lots of things the BID could perhaps work on in the short term.

**Action: Alex Green to put on agenda for next board meeting.**

1. **TWBC:** Justine gave a TWBC update.

**Action: Alex Green to share West Kent Business Support event on What’s App and socials.**

1. **AOB**: Alex Green has had meetings with Wood & Stone and Mount Edgecumbe with positive outcomes.
* Re-valuation appeals - would bid have to refund levy payers?

**Action: Alex Green: to discuss re-valuation process with Julie Grail.**

**Action: Alex Green: add re-ballot to agenda every month – dashboard.**