



THESE MINUTES ARE DRAFT UNTIL APPROVED BY THE BOARD AT ITS NEXT MEETING

A Meeting of the Abingdon BID Board Was held on Tuesday 8th August 2017 at Slade Legal

Attendance:

Julie Downing, Russell Downing, Mel Inness, Kevin Thomson, Gianarlo Ungaro, Jill Carver, Melanie Smans, Andrew Watts, Sandy Lovatt, Bryan Brown.

Welcome

Bryan Brown welcomed all to the meeting. Introductions were made by all to introduce the two new members of the board.

Apologies

Apologies for inability to attend the meeting were submitted on behalf of: Paul Holt, Suzanne Huggett, Nick Cosford

Minutes of last Meeting

Minutes of the meetings dated 03.05.17 and 14.06.17 were discussed. Kevin brought up that we should have a list of projects that have been done, a list of projects in progress and a list of projects still to be done.

This was written into the Annual Report and did work well.

Regarding the minutes of the 14.06.17, comments were made regarding the decision that a AGM was not going to be held. Points were raised that a decision had to be made with the members of the board that were present at that meeting.

Action – To publish on the website the questions and answers that were brought up from the businesses who attended the 'Meet the Board' On the 6th June.

BID Board

The main item on the agenda was to discuss the BID board. New members are needed around the table. Looking for a board of around 12 from different sectors. Generate an email to let businesses know what is expected from a board member eg time commitment, and how being a member can help direct the towns future. Particularly looking for members from the professional sector, national chains. Could approach Salters Steamers.



BID meeting dates have been changed to allow Sandy Lovatt to attend so we can gain a greater working relationship with the Town Council.

AOB

Melanie Smans brought up disappointment over the Annual Report. Russell Downing explained that the figures in the annual report needed to reflect the figures from the business plan, as this was what had to be reported on. Suzanne Malcom had asked for the contribution in kind figure to be clarified this was done and sent to business in the emailer. A discussion took place around the need for all organisations to work together for the betterment of Abingdon.

No businesses have contacted the BID regarding the report or to request a meeting, although Mel Inness was approached by one business with a few questions.

Businesses have been in talks with the Vale regarding the BID and the Annual report, but could not say which businesses they were at present or the comments that have been raised.

Sandy Lovatt brought up that there should be more communication moving forward with information regarding what projects are planned and the progression. Newsletters should be more information and less images. Sandy Lovatt also stated that it should be the board fielding the questions and queries, it was not Julie's role, and the board needed to be more accountable for the BID.

Jill Carver raised the point that a lot of what we plan to achieve has already been done/started in the past, including wayfinding. It was agreed that we would talk to the company chosen about the 'Hidden Britain' report that had been carried out previously to see if any information could be used to save time and money. Melanie Smans commented there would be no budget from the Vale at this time to help with Wayfinding. Julie Downing will be meeting with the Town Council and JLL (Bury's Street Management) in the next two weeks to discuss the Wayfinding project. This will be implemented over the remainder of the 1st BID term.

The next board meeting will concentrate on the aims and objectives of the BID, and what can be delivered within the themes set out in the 5 year business plan. Agenda needs to be set. Melanie Smans mentioned that 'Google my Business' had received positive feedback in Wantage and could be something to consider. Giancarlo



mentioned could we look at new ways to gain additional income, maybe through events. This will be discussed again in the future.

Between now and the next meeting, Julie Downing will continue with the Four keys area: Vacant units (in partnership with Iain Nicholson and the Vale), Car parking issues, Meercat cost saving for businesses and Wayfinding. Also, the on-going marketing campaign, particularly working with Experience Oxfordshire, The Oxford Bus Company and Salter Steamers.

Next Board meeting: 26th September Slade Legal