

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

**A Meeting of the Abingdon BID Board  
Was held on Wednesday 9<sup>th</sup> November 2016**

**Attendance:**

Paul Holt, Bryan Brown, Stuart Bates, Nick Cosford, Mel Inness, Suzanne Huggett, Melanie Smans, Julie Downing, Russell Downing.

**1. Welcome**

The Chairman welcomed all to the meeting. It was decided to cancel the next planned board meeting on the 7<sup>th</sup> December, as few would be able to attend leading so close up to Christmas.

**2. Apologies**

Apologies for inability to attend the meeting were submitted on behalf of: Mark Thornton, , Sandy Lovatt, Kevin Thomson, Andrew Watts

**3. A.O.B:**

Dean Bigley, the new Manager of the Crown and Thistle would like to attend the Committee meetings next year, if his schedule allows.

**4. Minutes**

There being no matters arising Paul Holt proposed the minutes, all agreed.

**5. Correspondence**

Stephen King emailed Julie Downing earlier in the month proposing to meet. The meeting has now taken place where Steve King was verbally very positive about the BID and stated that he was absolutely not 'Noabingdonbid' who has in the past twitted negative statements about the BID. He left on good terms.

**6. BID Managers Report**

Julie Downing presented the management report that covered a number of actions undertaken since the last meeting.

**RESOLVED: That the report be accepted by the Board**

**7. Finance**

Stuart Bates reported that there is no change from last meeting. We will be receiving a report again on the 1<sup>st</sup> December from the Vale with any collections made.

**RESOLVED: That the report be accepted by the Board**

**8. Project Up-date**

### **8.1 A well-Known Town**

Social media report was presented by Russell Downing who stated that Twitter and Facebook are growing in followers and engagement. Also the website is now at the top of the google list thanks to Andrew Watts looking at the SEO's. The new look website should be ready by December.

### **8.2. An Eventful Town**

The Hallowe'en Hunt that was carried out in the October half term received a good turnout considering it was the first one. Hopefully becoming more successful as awareness grows. Two local business have benefited as the prize money was split between them.

Also, two different Christmas events held on a Thursday, these will be the start of annual events to encourage more people into the town. The events will be assessed after the event to see if Thursday was the right day to hold them.

The meeting with the event holders of the town was carried out with a positive outcome. We now have a full calendar of events for 2017 to see where the gaps are and what we could do to enhance the programme.

An Annual leaflet will be produced with the main events of the year printed with the relevant contact and website information for further information.

Melanie Smans mentioned that when events are going on in the Town later in the day or Sunday, could Coffee shops stay open?

.

### **8.3. An Attractive Town**

Bunting has now been ordered ready for installation when the Christmas lights come down.

As we now know with the budget cuts in all Councils, the BID will have to look in year two of ways to make some areas of the Town more attractive.

Julie Downing will try match funding with the Councils for street cleaning.

Also will look at Community Services to see if that could work.

### **8.4. A Productive Town**

Melanie Smans has organised a meeting later in the month with the other Town Centre managers/co-ordinators to meet and share thoughts and ideas.

Gary from Fabulous Flowers mentioned some great ideas for the town including a meeting where people could come with their thoughts. It will be called a Creative Thinking Group, therefore only positive, creative thought allowed!

A joint utilities company Exforce are waiting to go, the details will be on the next newsletter for businesses to take the opportunity to potentially save money.

Further ideas to help save businesses money will be looked at in the New year. For example, waste collection, recycling, collective buying etc..

Also, look at launching a Trade directory to publish on the website.

It was brought up again regarding holding a data base of all businesses to enable more contact, this is being compiled by Julie Downing.

Melanie Smans when questioned commented that the Charter area plans are progressing.

**RESOLVED: That the report be accepted by the Board**

## **9. K.P.I's**

### **9.1 Footfall**

There was no change in the footfall last month.

Permission has been given to position a footfall censor in Abbey House gaining more data from Waitrose to the Town area.

Sven will carry out a survey later in the month to gain a true reflection of data.

### **9.2 Vacant Units**

Julie Downing presented the vacant unit report, Abingdon currently sits considerably above the regional average.

**RESOLVED: That the report be accepted by the Board**

## **A.O.B**

Melanie Smans brought a new scheme to the attention of the board. A community toilet scheme. This is where businesses provide toilet facilities for non-paying customers. It was felt this wouldn't be beneficial to the Town.

Suzanne Huggett mentioned that the multi storey car park has a serious problem with litter and anti-social behaviour.

**Next meeting:** 18<sup>th</sup> January 2017 – Crown & Thistle