

# Canterbury Connected Business Improvement District Board Meeting Minutes

<b>Date</b>	Wednesday 6th Sept 2017		<b>Location</b>	Whitefriars Board Room
<b>Attendees</b>	Alex Ridings (AR) – Think Agency Ian Blackmore (IB) – Jolly Sailor Caroline Hicks (CH) – CCC David Lilford (DL) – Lilford Gallery Therese Heslop (TH) – Canterbury Cathedral Jeremy License (JL) – Furley Page		Bob Jones (BJ) – Canterbury Connected BID Lisa Carlson (LC) – Canterbury Connected BID Peter Scutt (PS) – Whitefriars and Co-Chair Paula Gillespie (PG) – Marlowe Theatre Paul Strong (PS) – Fenwick Richard Scase (RS) – Canterbury Society	
<b>Item</b>	<b>Welcome, introductions &amp; apologies</b>			
<b>1</b>	<b>Apologies:</b> Declan Kelly (DK) – The ABode Dan Grimwood (DG) – Refectory Kitchen Clive Relf (CR) – Kreston Reeves David Hughes (DH) – Kent County Council Craig Griffin (CG) – Canterbury Society Marco Keir (MK) - CCCU Robert Brady (RB) – Regal Estates		<b>Welcome:</b> Lorna Ford and Ed Baird, CCC	
	<b>Declarations of interest</b>			
<b>2</b>	<b>Name</b>	<b>Company</b>	<b>Reason</b>	
	Alex Ridings Jeremy License Caroline Hicks	Think Agency Furley Page CCC	My Town My City platform Legal SLA	
<b>Item</b>	<b>Minutes of the board meeting held 19<sup>th</sup> July 2017</b>			
<b>2</b>	<ul style="list-style-type: none"> <li>Approved</li> </ul>			
	<b>Matters Arising</b>			
<b>3</b>	<ul style="list-style-type: none"> <li>Transport Sub-Group – schedule for Autumn 2017</li> <li>Request a meeting with Rosie Duffield MP</li> </ul>			
<b>Item</b>	<b>Town Council consultation: Lorna Ford, CCC</b>			
<b>1</b>	CCC has a statutory obligation to review governance and local democracy every 10-15 years, hence the current local governance consultation. The BID Board heard a presentation from the City Council on their latest consultation, “Could local decision making be improved in the Canterbury district?”. The consultation closes on 8 October.			
	<b>ACTIONS</b> <ol style="list-style-type: none"> <li>Disseminate consultation to levy payers</li> <li>Submit BID view by 8 Oct</li> </ol>			
<b>Item</b>	<b>Finance: BID Year 4 Budget proposal</b>			
<b>6</b>	<ul style="list-style-type: none"> <li>Year 3 levy collection stands at £498,743, including some year 2 levy collected late, and so 3% ahead of plan.</li> <li>Potential outturn for Year 3 will be around -£10,000, versus a plan of -£61,456, due to +1.5% Income and -6% on Expenditure, versus plan.</li> <li>Commercial income £32k in year 3 (up from £26k in year 2 and £17k in year 1) - £35k budgeted for year 4</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Scenario planning done for staff changes with CEO retiring in December 2017.</li> <li>• Discussed options for year 4:             <ul style="list-style-type: none"> <li>○ Mendo – contract with Mendo for years 4 &amp; 5 for their Retail Plant platform, giving us sales performance data.</li> <li>○ Additional cleaning £10k per year: One month of current cleaning contract is left in BID year 4. Options could be hawking to deter pigeons and seagulls or spot cleaning as needed on graffiti, for example.</li> <li>○ Christmas Lights Switch On and Marketing: slight increase in budget to improve quality of the event and reach via online</li> <li>○ DMP: review of plan presented in 2013</li> <li>○ Match funding for England’s Historic Cities Consortium</li> <li>○ Christmas Lights: additional lights on Butchery Lane</li> </ul> </li> <li>• Event development: £5k to Canterbury Festival and £10k discretionary. Could we increase to enable us to respond to events that align with the interest of levy payers and meet the criteria of (1) driving footfall, (2) supporting the BID Business Plan (3) sustainability and (4) developing partnerships.</li> <li>• Communications: commissioned “Handmade in Canterbury” film and Canterbury BID film as a visual way to communicate the activity of the BID to levy payers.</li> <li>• SLA with CCC £19k</li> <li>• Voluntary contributions £20k in years 4 &amp; 5.</li> </ul> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Hawking presentation at November Board</li> </ul>
<b>Item</b>	<b>Operations report</b>
7	<ul style="list-style-type: none"> <li>• Canterbury in Bloom: awards ceremonies in September and October</li> <li>• Purple Flag assessment – part 1 (5pm-midnight) completed on 25<sup>th</sup> September.</li> <li>• Heritage Scoping project - This document is now in its final draft and will be available for the October Board meeting.</li> <li>• England’s Heritage Cities Consortium (EHC) – England Historic Cities Consortium meeting held 5 September with a project to target millennials</li> <li>• Property issues at Slatters. The BID Board authorised a letter to both Whitefriars and the City Council to urge a progression.</li> <li>• Board election process – all potential board members need to self-nominate, including existing directors. Hand delivered packs to every levy payer w/c 4 Sept.</li> <li>• Christmas 2017</li> <li>• Visual Display Workshop 28 September</li> <li>• Street issues, anti-social behaviour and the Public Space Protection Order (PSPO) – PSPO in effect by end September. CCC will provide communications material which we can disseminate. Possibly include “Give Local” message on some posters. Strong concern about lack of Police presence and Enforcement team availability. Next step: meet with Chief of Police. Consider a joint letter from CCC - CSU, BID, security firms, Canterbury Society, Universities, Cathedral to the Police with evidence of the issues.</li> <li>• MyCanterbury Guides</li> </ul> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• PF assessment – complete by 19 October – LC</li> <li>• Form steering committee to progress decisions for England’s Historic Cities. CH to lead.</li> </ul>
<b>Item</b>	<b>BID 2 Proposal development</b>
8	Devote October Board meeting to BID 2 development.
<b>Item</b>	<b>CEO recruitment</b>

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9	<ul style="list-style-type: none"> <li>• Application deadline 8 September with interviews on 18 September.</li> <li>• Interview panel: CH, JL, AR, chaired by Julie Grail</li> </ul>
<b>Item</b>	<b>Governance: Board nominations &amp; proposed changes to Mem &amp; Arts</b>
10	<p>CEO no longer company director A further levy payer can join the board Whitefriars a C class member with an allocated place on the Board as one of 4 organisation always represented at management level on the Board</p> <p>If there is a ballot for Board members, the BID Exec team will run the election, as the BID Chief Exec is no longer a director.</p> <p><b>VOTE:</b> approved unanimously and document signed.</p>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Folkstone Triennial featuring Anthony Gormley next two months</li> <li>• Turner Contemporary hosting Turner Prize in Dec 2019 which will bring enormous crowds</li> <li>• Poor Priests Hospital will be called The Marlowe Kit (“The Kit in Canterbury”)</li> </ul> <p><b>Remaining Board Dates 2017</b></p> <ul style="list-style-type: none"> <li>• Wednesday 18/10/2017</li> <li>• Wednesday 15/11/2017</li> <li>• Wednesday 13/12/2017</li> </ul>
	<p><b>Next Board meeting:</b> Wednesday 18 October 2017, 9:30-12, Whitefriars Board Room</p>