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| BID Board Meeting  Meeting Minutes  23 March 2022 | CCCU |



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| Attendees |

**Directors:**

1. **Alexandra Gordon (AG**) – Brachers
2. **Blake McCaskill (BM)** – Republic Events
3. **Clare Millett (CM)** – The Westgate Hall
4. **Clive Relf (CR)** – Kreston Reeves
5. **Dan Grimwood (DG)** – The Refectory Kitchen
6. **David Lewis (DL) –** Café du Soleil/Café des Amis
7. **David Lilford (DL)** – Lilford Gallery (left at 11am)
8. **David Wilkinson (DW)** – Canterbury Cathedral
9. **Joanna Richardson (JR)** – Shepherd Neame (arr 10am)
10. **Jon Mills (JM)** – The Foundry
11. **Marco Keir (MK)** – CCCU
12. **Paul Turner (PT)** – The Marlowe
13. **Philip Pothen (PP)** - University of Kent
14. **Rachel Sanders (RS)** – BoConcept
15. **Sarah Wren (SR)** – Oscar & Bentley
16. **Simon Youden (SY)** – Fenwick
17. **Suzi Wakeham (SW)** – Canterbury City Council

**BID Team:**

* **Lisa Carlson (LC)** – CEO
* **Emily Wells (EW)** – Administrator

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| 1. Welcome and Apologies |

**Welcome:**

* **Rama Thirunamachandran** – Vice Chancellor, CCCU
* **Julie Grail** – The BID Foundation
* **Bill Hicks**  – Deputy Director of Place, Canterbury City Council

**Apologies:**

* **Beverley Paton (BP)** – Canterbury Society
* **David Kemsley (DK) –** ACRA
* **Karl Elliott (KE)** – Clague Architects
* **Mark Hedges** – kent Police
* **Mark Pegg (MP)** – Loake Shoemakers
* **Mark Stuart (MS)** –Whitefriars

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| 2. Welcome |

Rama Thirunamachandran, Vice Chancellor of Canterbury Christ Church University welcomed the BID Board and gave a brief history of their new STEM building, Verena Holmes.

CM thanked the Vice Chancellor for hosting us and welcomed everyone to this special meeting of the BID Board, to include a governance training session with BID consultant, Julie Grail, and a workshop on Board Director development led by Rachel Sanders.

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| 3. Minutes, sub-committee updates and matters arising |

The January Board minutes were approved, subject to any minor corrections to be flagged with LC or EW by the end of the week.

A new-style Ops Report was circulated with Board papers and will go out via BID channels.

LC gave a presentation to the Board, updating them on BID’s current board and team structure, governance and priorities. Key areas covered were:

* 2019-2024 BID Business Plan – a brief review of its purpose and role in delivering BID agenda.
* BID Covid Recovery Plan – how adaptation and monitoring waws managed during the pandemic to ensure the BID could deliver on its business plan and respond to the crisis.
* Key governance milestones for the rest of this BID term:
  + June or July 2022: Annual conference / AGM
  + Followed by the mid-term survey
  + Oct 2022 – Sept 2023: BID Year 4, Development of ideas for BID Term 3
  + Sept-Nov 2023: Consultation for BID Term 3 and development of strategy
  + Spring 2024: BID Term 3 Ballot

**BID Board Updates**

LC also updated the Board on actions from the January meeting and provided an update on actions from the Marketing, Strategic Development, Finance and Advisory Group sub-committees, including the structure and current membership of those groups.

**Finance:**

* Last met on 7 March and discussed budget monitoring, levy collection, year 2 accounts (in progress, to be approved at the May board meeting), on the BID-CCC Operating Agreement.
* Levy collection for years 1-3 ongoing due to delayed collection process as a result of the pandemic. Collection for Year 3 (October 21-September 22) is currently at 83%.
* Operational Agreement between the council and BID ongoing.
* An additional £35,923.20 in grant income received for the following
  + Communications Partner on Social Enterprise Kent’s Breaking Barriers programme (EDI)
  + Safer Streets funding for the Zero Tolerance training and accreditation programme (now being run by the BID)
  + RHSS/Welcome Back funding for the BID’s training programme
  + Low Carbon (LoCASE) grant for new cleaning equipment
  + CCC RISE grant for audience research with arts and culture organisations

**Marketing & Events:**

* Last met on February 1st when Alexandra Gordon took over as Chair. There was a presentation on the future of Visit Canterbury (also presented to the full BID Board in January), Christmas debrief and planning for 2022, a review of the events calendar for 2022, ongoing discussions on the Queen’s Jubilee, and partner updates. The group also discussed Visit Kent’s business support programme for accessibility (Accessible: Guides - www.visitkentbusiness.co.uk/get-involved/accessible-kent/accessable-guides/)
* There is now a subcommittee working on the Queen’s Diamond Jubilee.
* Event sponsorship applications for this year are open and the budget is back to £15k, having been reduced to £10k during the pandemic.

**Advisory Group:**

* Salary review for BID team was conducted in March following a two-year freeze due to the pandemic.
* The BID team is signed up for EDI training with Social Enterprise Kent’s Breaking Barriers project

**Strategic Development:**

* Last met on February 23rd for a workshop in preparation for today’s workshop.
* The group continues to monitor CCC planning and both CCC and KCC consultations. Of particular concern is the delay to development caused by pollution run-off in the Stodmarsh Nature reserve (update from CCC below)

**Matters Arising:**

* The Canterbury community continues to support those impact by the war in Ukraine, including businesses who are displaying the Ukrainian Flag with a QR code linking to national and international organisations able to provide direct support (available to download on the BID website). There are also groups meeting locally to discuss how the city can prepare for and support refugees and displaced people.
* CCC’s Park and Ride Consultation is ongoing and closes on 3 April. All Board Directors encouraged to respond.
* Levelling Up Fund meeting taking place on 25/03/22. Round 2 not yet announced, LC will update Board once announced

**Stodmarsh Update from CCC (WH):**

**The Government wrote to Councils on 16th March 2022 to say the following:**

* The government already has highly ambitious plans to reduce nutrient pollution from both agriculture and sewerage works, and has further plans for the future, but this will take time.
* CCC will explore legislation to further strengthen requirements to reduce nutrients at source
* Updated Guidance has been published by Natural England and a further 42 Councils in England are now affected

**Locally, CCC are working on catchment-wide solutions:**

* Ashford and Canterbury - employed consultants to quantify the mitigation requirements and scope out solutions
* The overarching strategy is to minimise the land required for a eg wetland mitigation scheme
* A bid has gone in for £100k to funding a Catchment wide strategy and PAS has been resourced to work with affected areas
* CCC’s webpage for latest updates is here <https://www.canterbury.gov.uk/planning-and-building/stodmarsh-and-water-quality/>

**Actions:**

* Publish minutes on the BID website – EW
* Update Board when Round 2 of Levelling Up Fund is announced – LC
* Respond to CCC’s Park & Ride consultation – ALL

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| 4. Place, Policy and BIDs – JG (The BID Foundation) |

JG gave a presentation to the Board, focusing on:

1. Key issues for Place, Policy and BIDs
2. Characteristics of a Good BID
3. Governance Matters

Canterbury BID was one of six BIDs who completed The BID Foundation’s pilot accreditation on good governance in 2020 – an accreditation that is now available to all UK BIDs.

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| 5. Workshop – RS (BoConcept) |

RS led the Board in a workshop, focussed on the role of directors on the Board and in the development of the BID business plan. Key priorities discussed included investment in public realm (including wayfinding), city marketing and profile, inward investment, transport and access, homelessness and the climate crisis. We discussed the challenges and opportunities facing the city, and how we, as a BID Board, could be involved – including

* the visitor experience / customer service and welcome
* wayfinding
* further development of quarters and other ways of promoting the Canterbury’s stories and rich offering
* developing a peer mentoring programme
* creating a stakeholder map to help us make the most of opportunities.

The workshop will be continued at the May board meeting, including an analysis of the discussion and outcomes from the March session.

**Actions:**

* Notes from workshop to be collated and forwarded to RS for analysis and presentation at the next BID Board meeting – EW / LC / RS
* Stakeholder mapping, initial draft for discussion at the May board – LC / RS
* Scope out a possible peer mentoring programme – LC / JR

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| Summary of Actions |

* Publish minutes on the BID website – EW
* Update Board when Round 2 of Levelling Up Fund is announced – LC
* Respond to CCC’s Park & Ride consultation – ALL
* Notes from workshop to be collated and forwarded to RS for analysis and presentation at the next BID Board meeting – EW / LC / RS
* Stakeholder mapping, initial draft for discussion at the May board – LC / RS
* Scope out a possible peer mentoring programme – LC / JR

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| Next Board Meeting Dates |

**2022 Board Meeting Dates** (all Wednesdays from 9:30 to noon):

* 18 May 2022
* 20 July 2022
* 14 September 2022
* 16 November 2022

Diagram

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**Signed:**  **Date:** 23.03.22

**Clare Millett, BID Board Chair**