

**Newham BID Committee Meeting
Minutes
Venue: Cornish Mutual, Newham Road
Tuesday 16th January, 12.30 to 14.00**

Attendees: Peter Beaumont (PB), Carole Theobald (CT), Melinda Rickett (MR), Alan Treloar (AT), Mel Richardson (MeR), Russell Dodge (RD), Helen Gollop (HG), Simon Hendra (SH)

Apologies: Mark Killingback (MK), Michael Galligan (MG), Alison Elvey (AE), Tom Kirk (TK)

1) Attendance, apologies, introductions and declarations of interest

Apologies were noted (listed above).

Declarations of interest: Alan Treloar in respect of his company's involvement with the residential development application for Higher Newham Lane.

2) Minutes of the last meeting, matters arising and outstanding actions

There were no comments on the minutes of the last meeting and they were adopted as an accurate record of the meeting.

In terms of matters arising/actions, the following items were mentioned not on the agenda:

Find in in Newham logo – MeR said that a signature logo was now used on BID Manager emails and that other businesses on Newham could use it also if they wished.

PR campaigns – MeR said that she had discussed the use of business photos on West Briton articles with DCA and made them aware of the sensitivities arising from use of specific pictures.

HSBC licence for sign – HG said that a full response from the solicitors for HSBC was still outstanding. MeR agreed to contact Sarah Percival for HSBC and see if they could move things along on Newham BID's behalf.

Action: MeR to contact HSBC

Cleaning of Compton Castle wall – MeR said that she had been in touch with Truro City Council and Cormac with regard to the cleaning of the wall before the new heritage sign is installed; unfortunately it had been confirmed by Cormac that there was no budget to do this.

Cost Savings Trial – CT reported back that she had tested the Meercats service and that there had been cost savings identified for ISight Cornwall. It was agreed that subject to consultation with levy payers during the renewal survey, a cost savings service offered by Meercats should be introduced for the BID's second term.

Higher Newham Lane planning application – MeR reported that the residential planning application for flats at the top of Higher Newham Lane had been refused by Cornwall Council's planning committee on 19th December. MeR thanked everyone who had supported the cause both from the committee and businesses on the lane including Abrahams, Cornwall Garage Doors and Skinners, the latter of whom had spoken at the committee meeting. Newham BID were willing to assist the land owners with marketing the land for employment purposes.

Superfast meeting – MelR reported that following the last BID meeting she had been in touch with the Superfast Broadband Programme Manager for Cornwall and asked levy payers to identify issues they had with superfast broadband. Whilst no levy payers had come forward, it was clear from the committee discussion that there were issues with installation and potentially issues with connections. It was agreed to host a meeting on Newham and invite the programme manager to present and answer any questions.

Action: MelR to organise a Superfast Broadband meeting for levy payers on Newham

3) Project Update

A project update had been circulated with the papers so only those projects/issues requiring decisions were discussed in detail as below.

4) Projects – Decisions Required

There were 4 projects requiring decisions by committee members.

i) CCTV Cameras – following the discussion at the last meeting, MelR said that she had met with Mark Killingback to explore the possibility of MK having access to Newham BID's CCTV to provide an additional resource should MelR not be available to view footage. MK and MelR had also discussed revising the CCTV policy.

It was agreed that it would be preferable if Newham BID's CCTV was kept separate from any shared networks accessible by Cornwall Council staff and that only MK should have access to the CCTV; with that in mind, it was agreed that a laptop should be purchased specifically for this use.

MelR said that her own laptop was very old, slow and the battery no longer held any charge. It was agreed to purchase two laptops; one with a higher spec for use by the BID Manager. CT offered to put MelR in touch with a supplier who would be able to source suitable equipment and liaise with the CCTV Company to ensure that the spec of anything purchased would be suitable for this software.

Action: Newham BID to purchase two new laptops for CCTV and BID Manager use

ii) Newham BID Map/Directory – MelR explained that the map/directory had been designed by Creative Edge and was almost ready to sign off pending a thorough check of business names and phone numbers. MR presented mock up copies of the map of different sizes along with dispensers. It was agreed to trial both sizes and to buy dispensers. MelR said that she would be contacting all businesses to share the designed version with them before going to print.

MelR mentioned that a couple of businesses on Newham had been in touch who were under the rateable threshold of £2,800 and therefore didn't pay the levy; these businesses were keen to be part of the marketing and PR campaigns, have a web presence and be promoted via DCA. MelR asked if the committee would want to make a charge (requiring an invoice to be issued as they are not levy payers whom the Council would bill on the BID's behalf) for this service. The committee agreed that these businesses were quite small and that the same services of levy payers should be offered at no charge.

The Committee were happy for the map/directory to be progressed.

Action: MelR to arrange printing and circulation of maps/directories once copy has been checked.

iii) Kernow Tree Surgery – MeIR said that a decision needed to be made on the renewal of the contract to maintain Newham’s communal areas; a contract that Kernow Tree Surgery had carried out to date. The cost of this service from April to November 2018 had been quoted at the same cost as for 2017 - £3,712.50 and could be terminated at one month’s notice if, for instance, the BID wasn’t renewed beyond 31st August 2018.

The committee agreed to renew the contract and suggested that it would be worth reviewing the areas that were maintained particularly Newham Road from Lighterage Quay to the turning circle.

Action: KTS contract to be renewed and MeIR to meet with Andrew from KTS to review the areas covered

iv) Marketing and PR – MeIR referred to DCA’s report and the story plan that had been prepared. The Committee were happy with the work undertaken and CT mentioned the videos which had been very popular with many thousands of views. The story plan was agreed.

Action: DCA to implement the story plan

5 Newham BID Renewal

MeIR reminded the committee of the decisions taken at the last meeting and said that the letter to the Secretary of State had been issued notifying him of the date of the ballot of 5th July 2018 in line with regulations.

Following the last meeting, MeIR had consulted with a cross section of levy payers who are not committee members to get their feedback on both the marketing and PR project and the BID generally. The results had been sent out to the committee with the papers and were very encouraging. They demonstrated that levy payers liked the range of projects the BID delivers with some businesses preferring the environmental and security projects and others gaining more from marketing/PR.

On the back of this feedback, MeIR had prepared a consultation survey to go out to all levy payers both locally and at head offices where appropriate. The idea of including a question about hire of bikes was discussed and it was agreed to include this in the document. The survey was approved by the committee with the comment that it should be shortened and written in a more punchy style. It was agreed to ask DCA to take a look and edit.

MeIR said that the survey would need to be designed and printed by Mid Feb for circulation to all levy payers with returns by early March ahead of the next Committee meeting. MeIR said she would also put it on survey monkey and intended to ask Truro BID to assist with this given that they had subscribed to the Survey Monkey software.

Action: MeIR to ask DCA to take a look at the survey and edit before inviting Creative Edge to design the document

6 Governance and Finance Update

MeIR reported that the BID was in a healthy financial position with a potential underspend of circa £49K by end March 2018, money that could be either put aside to manage assets (if there was no BID 2) or to carry forward into the next financial year.

SH enquired as to whether the levy should remain at 2.5% for the second term and it was agreed that it should certainly be no more but that a view could be taken once feedback had been gathered from levy payers on what projects and services they rated.

7 Any Other Business

HG mentioned whether anyone had explored extending the Park and Ride to Newham and a discussion ensued about the usefulness of that and how practical it would be given that once a bus had entered Newham, it would be hard to turn around. MeIR agreed to explore this with the transport team at CC.

Action: MeIR to enquire about park and ride to Newham

MeIR mentioned that the ROC 5K run which raises funds for people with learning disabilities had reverted to its original route using Boscawen Park; the organisers, United Response were keen to use an off road route and whilst it had been popular to use the Newham route last year, there were safety issues associated with participants running on the road. A number of Newham businesses were sponsoring the event as they had done for some years.

The meeting closed at 13.50

Date of next meetings, to start at 12.30pm –Tuesday 13th March and Tuesday 15th May 2018.