

**Newham BID Committee Meeting
Minutes
Venue: iSight Cornwall, Newham Road
Tuesday 13th March, 12.30 to 14.00**

Attendees: Peter Beaumont (PB), Carole Theobald (CT), Melinda Rickett (MR), Alan Treloar (AT), Mel Richardson (MeR), Russell Dodge (RD), Alison Elvey (AE), Kean Roberts (KR)

Apologies: Mark Killingback (MK), Tom Kirk (TK), Helen Gollop (HG)

1) Attendance, apologies, introductions and declarations of interest

Apologies were noted (listed above).

MeR said she would contact a couple of members who had not been for several meetings and check that they were still happy to be involved.

Action: MeR to contact members who haven't been able to attend meetings recently

There were no declarations of interest.

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:

HSBC licence for sign – MeR reported that the licence was now ready to sign so it shouldn't be long before the BID sign, which indicates the map and colour coding for Newham, can be installed. It was agreed that it would be good to do some PR around this sign once in place. AE said that it would be worth checking that the sign would not affect visibility when pulling out of HSBC.

Action: Check that the location of the proposed sign outside HSBC does not cause a hazard to vehicles leaving the car park.

Superfast meeting – MeR reported that the Superfast Meeting had gone ahead hosted at Skinners and whilst there had been low attendance, it had been useful to make contact with the two people who can unlock any superfast issues.

Laptops – a quote had been received from Adrian at TCS Business Ltd for two laptops as per the requirements discussed at the last meeting. The costs were reasonable for both machines (£880) and TCS could also provide support when needed and an Office 365 licence at a cost of £8 per month. Adrian would be checking that the machines were of the correct spec to run the CCTV software. The Committee were happy to agree to the purchase.

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

Maps – publication of these were imminent along with dispensers to display them.

DCA – the story plan was being implemented and MeR had a review meeting with DCA in the following days.

Park and Ride – MeIR said that she had emailed Cornwall Council’s transport team to enquire about Park and Ride services to Newham.

3) Project Update

The project update had been sent out with the papers. There were no decisions to be made other than those associated with renewal, on the agenda.

MeIR mentioned that the CCTV Company were ready to install the final CCTV cameras but that this was likely to be towards the end of March. Currently, there was a shrine at the turning circle to the young man who tragically died recently on the A30 and who lived in Truro and met with friends regularly on Newham. Once a suitable time had lapsed following the funeral, the CCTV installation would proceed.

CT mentioned Meercats and said that she had only heard about the telecoms proposal from them and was expecting to hear about further cost savings that they might be able to achieve. KR said that he would be happy to provide a testimonial about the cost savings service particularly if this project was agreed for BID 2.

Action: MeIR agreed to contact Meercats to follow up

MeIR mentioned that landlord and tenant consent had been granted for a new and larger sign on Heron Way and she was exploring whether revised planning consent would be needed given that the dimensions were larger than the original sign for which planning consent had been granted.

MeIR said that Kernow Tree Surgery’s contract had been renewed and she had met with Andrew and walked around Newham indicating areas that needed particular attention to include the roadside verge from Lighterage Hill to the turning circle. Andrew had already scheduled this work in. In addition, areas that other organisations could spruce up were identified and Western Power had pledged to tidy up their sub station near Cornish Mutual which was overgrown with foliage.

4 City Clean Up Day – 3rd to 7th April

MeIR said that Truro were planning a City Clean up using volunteers and business employees to clean up the City – everything from litter to power washing would be included. It was originally intended that Newham should be part of this but MeIR said that unfortunately, she would not be around during that week. The committee discussed the merits of getting a few people involved but concluded that it might be better to sort out Newham at a different time and make sure that a concerted effort was made with good results.

5 Newham BID Renewal

MeIR referred to the Newham BID Renewal report which had a number of decisions to be made.

She reported that the BID consultation questionnaire had been circulated to all levy payers and their respective head offices where the business was part of a chain. Through the forms completed and one to one discussions that had taken place when chasing responses, MeIR had engaged with 64% of all levy payers. Of these, 72% would vote ‘yes’, 23% were either uncertain or would need to refer the decision elsewhere and 5% were nationals whose policy was to abstain.

It was agreed that there was sufficient interest in a second term for Newham BID to progress to a final business plan and ballot.

Project responses to the various questions in the survey were summarised within two appendices and MeIR referred to these and in particular to those projects and services that had been ranked as 'Essential' or 'Important' by the majority of respondents.

Those projects that were ranked by over 90% of respondents fell within four project themes – Access and Attractiveness, Safety and Security, Marketing & PR and Services to businesses including cost savings. So it was evident that BID 2 would be a mix of different types of projects as for BID 1.

The Committee discussed the content of the final business plan and associated budgets for each of the projects falling under different themes. There was some discussion around the security patrols idea which was popular with respondents. PB mentioned that there might be a technological solution (using the cloud) to monitoring and responding to crime on Newham rather than a physical patrol. MeIR said that she would investigate possibilities through contacting St Austell BID and through a contact name that AT suggested. A view could then be taken on the most effective method.

MR mentioned the bike scheme that operated in Lincoln BID and suggested that MeIR contacted their BID team for further details.

Action: MeIR to research security patrol measures and contact Lincoln BID

A further discussion took place around traffic monitoring and measures that might be acceptable to stop speeding along with the need to maintain the car park off Gas Hill which is well used by cyclists and walkers but very muddy and full of pot holes.

Action: MeIR to discuss traffic monitoring and the car park at Gas Hill with Cornwall Council officers

MeIR asked that signing off the final business plan be delegated to a small group. CT, PB and AE all volunteered.

Action: The Committee agreed to the broad content of projects to be included in BID 2 and for the business plan to be signed off by a small group drawn from the committee

MeIR said that Newham BID had a number of photographs on file and these would be used in the business plan, but that it was possible more would be required at short notice. The Committee were happy for more photos to be commissioned if necessary.

Action: MeIR to commission further photographs if needed.

The committee agreed to help champion the BID if there were particular businesses they had good relationships with. It was also suggested that a banner could be displayed at Skinners in the run up to the ballot to remind businesses to vote

Action: MeIR to send through a list of businesses that had not engaged with the process so far and to contact Skinners re displaying a banner in June/July

Finally, MeIR said that she would be seeking testimonials from the Committee as well as other levy payers and would be in touch shortly to get these written and signed off.

Action: MeIR to seek BID testimonials to go into the final business plan

6 Cornwall Business Fair

Newham BID had been offered a stand at the forthcoming Cornwall Business Fair on 18th April at Truro School. It was proposed to design suitable exhibition material and to have the

map/directory published in time for this event. The key messages would be 'Find it in Newham' and 'relocate your business on Newham'. DCA would assist with setting up the videos that had been prepared to show throughout the day.

Committee members were encouraged to let Mel know if they were able to help staff the stand on the day

Action: Committee members to let MelR know if they can staff the stand for a short time slot

7 Governance and Finance Update

MelR reported that the BID was in a healthy financial position with a potential underspend by end of March 2018 as indicated in the newsletter that had recently gone out with the BID bills.

8 Any Other Business

There was no AOB

The meeting closed at 14.00

Date of next meeting – Tuesday 22nd May at 12.30pm venue to be confirmed