

DRAFT

**A BID for Bridgend Town Centre
Steering Group meeting
Thursday, 19th May 2016 5.15pm – 6:30pm
Carnegie House, Wyndham Street**

Attendees

Rotimi Adegoke, Bridgend Osteopath (chair) (RA)
Felicity Ladbrooke, Felicity's (FL)
Kate Scourfield, Bridgend Business Against Crime (KS)
Steve Watkins, Watkins Menswear (SW)
Steve Bletsoe, Bridgend Traders' Forum (SB)
Rachel Bell, The Rhiw Shopping Centre (RB)
Stuart Murrell, The Wyndham Arms/Wetherspoon (SM)
Steve Easterbrook Fizzy Foam (SE)
Megan Bailey, Top Spot (MB)

Cllr Charles Smith, Bridgend County Council
Cllr Bob Burns, Bridgend Town Council
Cllr David Unwin, Bridgend Town Council

Peter Williams, The Means (PW)
Mandy Jenkins, The means (MJ)

Apologies

Rhiannon Kingsley, Bridgend County Borough Council (RK)
Dyfed Miles, Watts & Morgan

Item	Detail	Action
1.0	Welcome and introductions RA opened the meeting and welcomed all attendees.	
2.0	Apologies for Absences Apologies were given as above.	
3.0	Minutes of the last meeting (Tuesday, 22 nd March 2016) 3.1 Confirmation of approval Those present at the March meeting confirmed the minutes were a	



true and accurate record of the evening's discussions.

3.2 Matters arising (Action plan updates)

- **Police Service Level Agreement (SLA)**

MJ, RA and KS has met with Chief Superintendent Stuart Parfitt at the end of April and it had been a positive meeting. Chief Superintendent Parfitt had felt that and SLA was something that could be developed once the BID was established. He also said that he would send some town centre police patrol figures to MJ.

RB asked PW if this was normal practice.

PW said that it was.

FL asked if there has been an SLA in any of the other BIDs he was involved in.

PW said that no SLA had been agreed with the Police before the ballot in any other BIDs that he was aware of.

BB said that he had previously raised concerns about the position of the steering group in relation to the board. He asked how an agreement reached by a steering group could be mandatorily transferred into the board of a future company?

PW said that the proposal document provided the mandate. At the moment there were no directors and no company but it would be up to the electorate to keep the BID board of directors to account through the usual company processes such as the AGM. The baseline agreements would not be signed by the steering group but by the board of directors. He said that in realty most boards kept to the mandate they had been given.

- **Relaxation of pedestrianisation report**

RA said that this would be dealt with under point 9.

- **Asda update**

RA said this would be dealt with under point 5.

- **Baseline agreement with the Town Council**

RA said this would be dealt with under point 8.



<p>4.0</p>	<p>Proposal document</p> <p>The group approved the new version of the proposal document and made a few minor amendments to the text.</p> <p>MJ explained that due to the ratings list being received from BCBC, she had created a new budget page for the proposal document. She said that she and RA had discussed the new figures and agreed that the majority of the extra money should go into the marketing and promotion part of the budget as the group had previously agreed. The group approved the new budget page and percentages.</p> <p>BB asked which ratings list the budget was based on. PW said that it was the 2010 list and that the group had decided previously that this would be fixed for the duration of the BID.</p>	
<p>5.0</p>	<p>Finalising the BID arrangements – area, exclusions, exemptions</p> <ul style="list-style-type: none">• Riversdale Surgery <p>PW explained that the surgery was an NHS shared partnership and that this had been discussed at the previous meeting where the list of exemptions had been decided, but the group’s decision on NHS centres has not been minuted.</p> <p>SB asked if it was an NHS surgery or a private business. He said that he felt the NHS element should not be included but the business part of it should.</p> <p>PW said that this could be a problem if the hereditament was shared between the NHS and a business.</p> <p>SM asked if this was the only instance within the BID area.</p> <p>MJ and PW confirmed that to their knowledge it was.</p> <p>SW said that the surgery would have not benefit from being within the BID area.</p> <p>RA asked the group how the question could be resolved.</p> <p>RB said that if it was clear cut that it was two heriditaments, the business element should be included.</p> <p>CS said that doctors’ surgeries are a small business.</p> <p>FL proposed that the surgery be kept in and this was seconded by</p>	



<p>RB.</p> <p>RA asked the group to vote on the issue and the group decided to include them.</p> <p>BB said that he would decline to vote.</p> <p>CS asked BB if he was at the meeting representing the Town Council.</p> <p>BB said that he was there as an elected representative.</p> <ul style="list-style-type: none">• Bridgend Warriors Kickboxing Club <p>MJ explained that the club rented a room at Sax and were given a 100% rate reduction and that there was a chance they may move out of the town centre if required to pay the levy.</p> <p>PW said that they were a community group.</p> <p>SB said that he felt they should be included as charities were included.</p> <p>PW said the Club were at liberty to apply to the board for support once the BID was established, on the basis that they were providing a service that the BID may wish to support.</p> <p>On the basis that a future board could revisit the issue, the chair asked the group to vote and it was decided to include them.</p> <ul style="list-style-type: none">• Asda <p>PW explained that the size of Asda's vote was far more significant to the campaign and ballot outcome. He said that The means had spoken to Asda's national agent (a surveying company), spoken to the branch manager and written to and rung the property manager at Asda House. He said that there had been no response from Asda House.</p> <p>He said that the figures needed to be brought to the group's attention. He said that Asda were at the edge of the current BID boundary and the line could be drawn to exclude them.</p> <p>RA asked how much of the RV would inform the 'Yes' vote and how much was down to small independents.</p> <p>PW said that both tests would need to be passed in terms of numbers, there could be a potential 'Yes' vote but that he was concerned about the prospect of large negative RV votes</p>	
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SB expressed his concern as Asda had been discussed at each of the last three meetings and the group had each time decided to include them. He said that Asda had been included initially and that each time the matter was discussed the group decided that they wanted to keep them in. He said that he was very concerned that if Asda were taken out of the boundary, this might be seen as trying to manipulate the 'Yes' vote and he didn't want to be accused of that. PW said that the boundary was the decision of the group, and it was wrong to portray it as anything other than part of the analysis for establishing a viable BID as happens in other towns.

PW said that the reason Asda has been brought up again was that at the last meeting The Means had been asked to speak to HQ at the company and that he was now reporting back on what happened.

FL said that she thought that was correct.

CS said that Asda was on the periphery of the boundary and questioned whether all contributors to the debate wanted the BID to succeed.

SW said that he had attended a traders meeting the previous Thursday and had spoken about the BID. He felt that the ballot including Asda had to take its course.

SB said that he had been to every steering group and wanted to go on record as saying that he felt a good BID would be good for Bridgend town centre, and that he resented any accusation to the contrary

CS asked whether BB had tabled a motion that Bridgend Town Council oppose the BID.

BB said that he had not done this and that due to procedure had written to the Council as the date of the ballot had moved. He did not recommend a vote on anything.

SW said that it just reiterated how important it was that each business voted and that the group had put together something that was fair and reasonable.

RB said that it was a shame that the issue had come up again so late in the day.

PW said that in fact Asda Head Office had still not expressed a view on the BID. So a key factor remained unknown.



<p>RA said that it was very late in the day after 24 months.</p> <p>SM said that he was not involved in the steering group at the beginning so asked what the group felt the BID could offer Asda.</p> <p>SB said that the group had taken the view that Asda were part of the town centre and therefore would benefit from the work of the BID.</p> <p>SW said that Asda were a large retailer and the BID would benefit retailers.</p> <p>SB pointed out that if Asda were taken out, the BID would lose nearly £24k a year.</p> <p>The group took a vote and decided to keep Asda in.</p> <p>RA said that it would mean a lot of hard work.</p> <p>SW said that he felt the fact that Asda was included was a good thing and would help others see the BID in a more positive light.</p> <p>RA said that BB had asked for five questions to be tabled at the meeting and now would be a good time to discuss them.</p> <ul style="list-style-type: none">• <i>Precise number of eligible hereditaments?</i>• <i>What percentage of eligible businesses at these hereditaments have been contacted?</i>• <i>How many empty hereditaments?</i>• <i>What percentage of these empty hereditaments do you have an up to date landlord's contact for?</i>• <i>What postal vote integrity checks will be implemented?</i>• <i>Will the ballot papers have security marking?</i> <p>PW said that they could ask the relevant Council officers for the information or if need be to come to future meetings.</p> <p>He commented that the electoral role for the ballot was the ratings list which was fixed on the date of notification of ballot and any changes after that would be ignored.</p> <p>BB said that this did not ensure that the ballot had the most up to date database.</p> <p>PW said that the law required the rule to be followed.</p> <p>BB said that his questions had come from the Welsh Government BIDs handbook.</p>	<p>The means to seek clarification on these questions</p>
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	<p>RA asked PW to confirm that empty properties would also be contacted.</p> <p>PW said that at every property someone paid the Rates bills and that that person would get the ballot paper. He said that the average turnout at BID ballots was 40% and commented there had been problems elsewhere with ballot papers not being received.</p>															
<p>6.0</p>	<p>Timetable to BID ballot and start date</p> <p>PW talked the group through the suggested new timeline below:</p> <table data-bbox="240 712 1054 1160"> <tr> <td>Proposal approved</td> <td>19th May</td> </tr> <tr> <td>Proposal to final design</td> <td>3rd June</td> </tr> <tr> <td>Proposal to print</td> <td>10th June</td> </tr> <tr> <td>Notification of ballot</td> <td>23rd June</td> </tr> <tr> <td>Ballot papers sent</td> <td>7th July</td> </tr> <tr> <td>Ballot date</td> <td>4th August</td> </tr> <tr> <td>Start date</td> <td>Oct 1st or Jan 1st or April 1st</td> </tr> </table> <p>He said that there were three BID start date options and that BCBC were concerned about starting on 1st October due to getting the software ready but that he was happy to speak to them about this due to what had happened in Neath and Pontypridd.</p> <p>RB asked why the ballot date had changed.</p> <p>PW said that the date had changed due to the group not being able to meet as planned the previous week.</p> <p>SB asked why the ballot date had been put back 6 weeks because of one meeting.</p> <p>RA asked that if the meeting had taken place on 12th, would it have made a difference as the proposal would still need to be discussed at cabinet in June.</p> <p>PW pointed out that the start date of the BID had not changed.</p> <p>RB said that the ballot date had.</p> <p>RA said that it would have changed anyway because the BID</p>	Proposal approved	19 th May	Proposal to final design	3 rd June	Proposal to print	10 th June	Notification of ballot	23 rd June	Ballot papers sent	7 th July	Ballot date	4 th August	Start date	Oct 1 st or Jan 1 st or April 1 st	
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	<p>proposal would not be discussed at cabinet until 7th June.</p> <p>CS asked if there was enough time to submit the proposal for the 7th June cabinet meeting?</p> <p>MJ said that there was if she was able to get the final version to RK the following day.</p> <p>RB asked if it was correct to say that the original ballot date was 30th June and that it had changed as the document was not ready to be discussed at cabinet and the start date of the BID would still be October 1st.</p> <p>PW said that the group may want to consider having a three and a half year BID rather than three years as otherwise there would be four payments in three years which would mean another set of collection costs. He suggested an end date on March 31st 2020 instead of September 30th 2019.</p> <p>SW said he would prefer to stick to three years as originally agreed by the group.</p> <p>RB agreed and thought it would be much clearer for businesses to understand.</p> <p>The group agreed to a three- year term from October 1st 2016 – September 30th 2019.</p>	
7.0	Bridgend Wi-Fi Not discussed in detail but RA said he had made some progress and would be meeting with BT and the Council the following week.	
8.0	Baseline agreement with the Town Council Not discussed.	
9.0	Town Centre update Not discussed.	
11.0	Town Centre Update Not discussed.	
11.0	AOB	



	Not discussed.	
12.0	Date of next meeting RB asked if there was a need for another meeting. PW said it may be useful to hold a meeting once the campaign started to discuss managing accounts. No date was chosen.	

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