

**ATTENDEES**

Andrew Fuller (Chair, Independent, voting)  
 Charlotte Whitaker (Manager, no voting rights)  
 Nick Boot (Office, voting)  
 Ben Curtis (Resident representative, observer, non-voting)  
 Candida Goulden (MVDC Representative, observer, non-voting)  
 Emily Ayres (MVDC Representative, observer, non-voting)  
 Rick Parish (Independent, voting)  
 Gillian Harris (Independent, voting)  
 Beccy Gunn (Leisure and Tourism, voting)  
 Philip Downer (Independent, voting)  
 Lisa Edwards (Leisure and Tourism, voting)  
 Geoff Evans (Leisure and Tourism, voting)

Jen Dannel (IN ATTENDANCE)

		<b>ACTION</b>	<b>TIME</b>
<b>1.</b>	<b>Item 1 - Welcome and Introductions</b>		
<b>1.1</b>	Andrew opened the meeting and welcomed everyone. Apologies had been received from Laura Drake, Stephen Cooksey, Clayton Wellman.	<b>INFO</b>	-
<b>2.</b>	<b>Item 2 – Approval of Last Month’s Minutes</b>		
<b>2.1</b>	<b>The Board voted unanimously that the minutes were correct.</b>	<b>INFO</b>	-
<b>3.</b>	<b>Item 3 – BID Update including Performance vs Plan</b>		
<b>3.1</b>	<p>CW explained that the Amplia report had been distributed to the Board via email. The social media platforms have been populated until 6 October even though Amplia will end their contract with us on 31 August. KK has recommended someone for the job after 1 September which CW is looking into. She is also meeting with a person recommended by Laura Drake.</p> <p>The Board discussed the merits of recruiting a social media graduate with local knowledge instead of hiring an agency. It was felt that more support for CW would be a good idea and the BID would be more secure from a disaster recovery perspective in comparison to a small company who work from home.</p> <p><i>ACTION – CW to write a tender document to give to the agency and Kathy’s recommendation. A graduate advert will also be completed.</i></p> <p>CW had circulated the Mayflower promo booklet (A6 pocket size) to the Board to review. There will be a small print run (approx. 1000) until the Mayflower arch is erected on West Street and then when it has been erected a bigger print run will take place. It will be going into local hotels, and CW is in discussions with Surrey Hills Society and Tourism Southeast for a wider distribution. The London hotels in Beccy’s group will advertise it. CW to investigate if Visit England will dis-</p>	<b>CW</b>	-



	<p>FOD would like some money from BID. They used to get sponsorship for lampposts from local businesses, but they are unable to ask for assistance anymore due to local businesses paying the BID levy these days. In addition, this year is the last year of a guaranteed matched-funding (£8.5k) grant from MVDC. Going forward, FOD would like to stop renting lights and purchase them. They have been told that they will last 5 years, but it is expected they will last longer than that. FOD have been approached by MVDC and asked to apply for a grant for the next three years; there is no guarantee that they will get it, but they will submit the budgets for the next three years in the hope that they do get it.</p> <p>Buying new lights for the town would be good as there would be more choice and they would be brighter. Additionally, they could be moved around the town in order to have a different mix each year. It should be noted that all prices quoted are also for Christmas tree purchase and lights installation each year.</p> <p>The FOD are asking the BID for £14,700. Lights will be stored and maintained by David Rowe. The BID can afford it and it is in our business plan. It might not benefit the BID but we have removed FODs ability to fundraise and by buying the lights we are supporting FOD and Dorking. There needs to be a clear agreement over who owns the lights if they were to be purchased.</p> <p>The Chairman asked for a show of hands for:</p> <p>Option 1 – hire lights this year and buy next year</p> <p>Or</p> <p>Option 2 – buy the lights this year</p> <p><b>The Board voted unanimously for Option 2.</b></p> <p>Beccy and Lisa have offered to help in the choosing of the lights design.</p>		
<p><b>5.</b></p>	<p><b>Item 5 – MVDC Update</b></p>		
<p><b>5.1</b></p>	<p>Friday Market was covered earlier.</p> <p>Opportunity Dorking – the report is being taken to cabinet in September and Council in the first week of October with a view to extra budget so that MVDC can get better surveys (eg pedestrian comfort survey, occupier surveys, and also a regeneration officer to work on the project). A stakeholder engagement plan is also being pulled together to identify residents, community groups, etc to really talk about a vision for Dorking. The Board are still awaiting an economic roadmap from Clayton.</p> <p>The Board felt that local big businesses need to be considered not just community groups as they are the job providers in the local area.</p>	<p><b>INFO</b></p>	<p>-</p>

<b>6.</b>	<b>Item 6 – Review Next Steps and Action Points</b>		
<b>6.1</b>	<ul style="list-style-type: none"> <li>• MVDC/BID agreement</li> <li>• 1 page summary by CW on footfall counters</li> <li>• Mayflower booklet distribution</li> <li>• Social media advert for graduate/social media agencies</li> </ul>	<b>CW/MVDC</b>	
<b>7.</b>	<b>Item 7 - AOB</b>		
<b>7.1</b>	<p>Purple flag working group – CW/Lisa will give an update at the next Board meeting.</p> <p>Westcott Rd/Vincent Lane traffic bottleneck – everyone was in agreement that something needs to be done, most likely a small tweak to the traffic light sequence.</p> <p>MVDC refill scheme – if anyone would like to get involved please contact Emily.</p> <p>Meeting closed at 9.20 am.</p>	<b>INFO</b>	-
	<b>NEXT MEETING</b>		
	Next Meeting will be held at 0745h on 17 September 2019 in South St Clinic.		