

ATTENDEES

Andrew Fuller (Chair, Independent, voting)
Charlotte Whitaker (Manager, no voting rights)
Stephen Cooksey (Councillor, voting)
Clayton Wellman (Councillor, voting)
Philip Downer (Independent, voting)
Geoff Evans (Leisure and Tourism, voting)
Rick Parish (Independent, voting)
Gillian Harris (Independent, voting)
Emily Ayres (MVDC, Observer)
Lisa Edwards (Leisure and Tourism, voting)
Nick Boot (Office, voting)
Ben Curtis (Resident representative, observer, non-voting)

Tracy St.Clair (IN ATTENDANCE)

		ACTION	TIME
1.	Item 1 - Welcome and Introductions		
1.1	Andrew opened the meeting and welcomed everyone. Apologies had been received from Beccy Gunn.	INFO	-
2.	Item 2 – Approval of Last Month’s Minutes		
2.1	The minutes of the previous meeting in June were all approved.	INFO	-
3.	Item 3 – BID Review – Discussion and Agree Action Points		
3.1	<p>Thoughts on the BID Mid Term Review. Feedback received was the review was comprehensive and needs to be moved forward. The brand identity to be looked at as well a timeline for the projects plan to help understand what is required. Suggestions from the midterm review could be incorporated into the new subgroups.</p> <p>Town Centre Advisory Group Future Dorking Group Tourism and Marketing Group</p> <p>Points to discuss at this new group Office occupiers’ programs Managing and delivery expectations Waste management procurement Artisan market on Saturday Visibility of the BID and it’s services Influence of the BID in the town Adapting to the changing high street</p>	INFO	-

	The midterm review is currently private, and it was agreed to make it public.		
4.	Item 4 – Budgets and Parking – In Line with BID Mid Term Review		
4.1	The free parking on Friday between 3pm-6pm was agreed for 13 weeks to start asap – Clayton to start the process.	INFO	-
5.	Item 5 – Place Making in a Post Covid World		
5.1	The training session was very well received, in condensing the high street and looking how to implement this. The Opportunity Dorking consultation will help form evidence to make a new area action plan.	INFO	-
6.	Item 6 – Social Distancing Measures – Update on Town		
6.1	Surrey County Council and social distancing measures for businesses with regards to eating outside facilities needs to be controlled. The potential problem to be highlighted to SCC. Social distancing concerns with regards to A Boards on the pavement. Communication to levy payers to be aware of placement.	INFO	
7.	Item 7 - MVDC Update		
7.1	Retail group training webinar will change the time from 10am to 7.45am to cater for people to attend before businesses open. The stall that was run between the BID and the council last week was very successful and businesses appreciated the information. Update on the Pip Brook House project. The papers are being signed soon to get the work done imminently. The museum project is moving along in terms of expansion but no time scale as yet.	INFO	
8.	Item 8 – Review Next Steps and Action Points		
8.1	<ul style="list-style-type: none"> • Charlotte to put together the plan in moving forward, and communicate to the levy payers • Clayton to look into a mem of understanding. • Free parking reduction on price & 4mth time scale. • Emily to provide Charlotte with retail group information. • Charlotte to circulate retail group information. • Charlotte to write and objection letter regarding Lidl opening time. • Emily to facilitate a meeting (Charlotte board member). • Emily to provide Charlotte with risk assessment document. • Charlotte to circulate risk assessment out to businesses. 	INFO	
9.	Item 9 – AOB		
9.1	Objection letter to be written regarding the Lidl opening times as it may affect businesses in the area. A general meeting to take place in September or October 2020.	INFO	

	All businesses need to complete the risk assessment and display this in their windows.		
	NEXT MEETING		
	The meetings are the second Tuesday of the month – the next meeting is schedule for 14th July 2020.		