



## RTWT Board

### Meeting Minutes

Wednesday 18 July 2018

#### Opening

The regular board meeting of Royal Tunbridge Wells Together, taking place at Cripps LLP, was called to order by Nicky Blanchard at 8.30am on Wednesday 18<sup>th</sup> July 2018.

#### Present

Nicky Blanchard (Chair), Hilary Smith, Karen Pengelly, Lauren Brook, Alex Green, Gilbert Green, Gavin Tyler, Jane March, Robyn Phillips, Robert Franks, Nick Moore, Sophie Keay, Sara Fuller, Tracey Moore

#### Apologies

Harry Collins, Steve Gurney

#### Minutes

The minutes of the last meeting were approved as presented.

#### Project Update

KP updated the Board on current projects, including tourism, networking events, promotions, RTW in Bloom, public art and training for local businesses.

#### BID progress and next steps

KP informed the Board that the results from the stage one feasibility study produced four core priorities for businesses: parking, events, making Royal Tunbridge Wells a good place to work, and branding and promotion. Safety and security was also identified as important to businesses.

British BIDs are on the ground this week and next week to deliver the second stage feasibility study to businesses, which will dig deeper into the core priorities. A link to the survey will also be sent out via newsletter and displayed on the RTWT website. A 50% response rate is required – around 350 businesses.

KP noted that we are compiling a list of BID champions to publicly support the BID. JM expressed concern that not all BID champions will have the same views on what the BID should deliver – NM responded that all champions will have a collective message to send. A guide has been produced with clear information about the BID process to send out to businesses. GG and AG both agreed to speak at the BID launch event on 7 September. KP also noted that a timing plan has been created with a press release structure to drip feed information to businesses throughout the BID process. Despite the campaign officially starting in September, it is important to note that information will be distributed via press over the summer months before the launch on 7 September.

**Action: Board members to view the list of the top 250 businesses by rateable value and let RTWT staff know which businesses they will contact about the BID.**

TM suggested putting an article about the BID in TWBC's Local magazine.



**Action: KP to liaise with TWBC about Local magazine article.**

KP asked the Board for their thoughts on exempting charities from the BID levy – AG noted that they receive a high level of business rates relief and that charity shops are competing with regular retailers on our high streets. The Board agreed that charities should not be exempted from the levy.

GT noted that larger businesses might face a disproportionately high levy payment if we pursued a flat 1.25% application town wide, therefore not achieving an equitable outcome.

GT also noted that the increase in income is considerable and that the Board should be considering the range and scope of projects and activities that a BID might tackle or work on.

The Board agreed that a second meeting to discuss caps was necessary.

**Action: KP to ask British BIDs to provide a variety of different scenarios and report back to Board.**

**Action: LB to send out dates for a second meeting to discuss caps further.**

KP asked the Board for their views on a voluntary membership scheme to sit alongside the BID. They agreed that voluntary members should pay the equivalent of the lowest levy paid in the BID area, £187.50. HS suggested that voluntary members should still be based within the defined BID area.

**Action: KP to ask British BIDs if voluntary members are generally still located within the BID area in other towns and cities.**

### **Town & Country Recruitment & Training Project**

KP presented the Town & Country Recruitment & Training Project paper to the Board. After discussion, the Board decided that more detail is required to decide what RTWT's involvement will be. The Board also expressed concern about RTWT holding the funds for the project.

**Action: KP to request more detail from Town & Country.**

### **Adjournment**

Meeting was adjourned at 9.40am.

Minutes submitted by: Lauren Brook