

Minutes of Director's Board Meeting held 16.03.21 via Zoom.

ATTENDEES

Andrew Fuller (Chair, Independent, voting)
 Charlotte Whitaker (Manager, non-voting) CW
 Beccy Gunn (Leisure and Tourism, voting)
 Emily Ayres (MVDC representative, observer, non-voting)
 Geoff Evans (Leisure and Tourism, voting)
 Ben Curtis (Resident Representative, observer, non-voting)
 Nick Boot (Office, voting)
 Clayton Wellman (Councillor, voting)
 Stephen Cooksey (Councillor, voting)
 Rick Parish (Independent, voting)
 Basil Doha (Retail, Independent)
 Andrew Magnani (Retail service provider)
 Teresa Weller (Retail service provider)

	Item 1 – Welcome and Introduction	Action	Time
1.1	AF opened the meeting. No apologies noted.		
2.	Item 2 – Approval of Minutes of previous meeting and AGM.		
2.1	The minutes of the previous meeting in January were approved. Stephen Cooksey requested he be added to the attendee list for the AGM.		
3.	Item 3 – BID Update		
3.1	<p>CW provided an update on current projects and activity:</p> <ul style="list-style-type: none"> • BID Review document – this is a review of 2020-2021 itemising all the projects worked on during the period, including costs for the coming financial year and projects that will be undertaken. This will be provided to business on 12th April as retail reopens. • Proposal for yellow box junctions – this was discussed at the Committee Meeting on 24.02.21 and was not passed. CW thanked those members of the board who supported the petition. Zena Curry offered to host a stakeholder's group and an email was sent out to engage with levy payers. The BID will meet to decide the items to be discussed at the meeting before meeting with Zena Curry and interested stakeholders. • Click and Collect – this did gain interest and will be relaunched as retail opens up again. • Brocante Market – It is looking likely that the market will go ahead with revised dates for the events of 20.06.21, 18.07.21 08.08.21 and 12.09.21. • Visit Dorking Website – a positive meeting regarding the websites took place with discussions for Visit Dorking becoming a visitor economy website working to drive footfall to the town, it will have all social media links and promotional information that people will need. The Dorking Town Partnership website will be for BID levy payers with all relevant information in one place. 		

	<ul style="list-style-type: none"> • Post lockdown projects – these included the Shop Dorking Support Local campaign with associated promotional videos, Click and Collect, Shop the Window and joint projects with MVDC. Loyal Free engagement and further items will be implemented as Dorking comes out of lockdown. An Eat Local campaign will also run. Stickers will be available for shop fronts - these have been printed and will be delivered to levy payers. The stickers include a social media competition for engagement – tag us in your experience with the hashtag #hellodorking to win a prize. • Late night opening – A survey was sent out to gauge interest in late night opening. The responses suggested there was little interest in supporting late night opening in the town with the main concern being anti-social behaviour. It was raised that there would be support for increasing awareness of the 6pm-11pm bracket and what could be done to encourage visitors to venues between these times. This will be explored in more detail. • Late night licence for Deepdene – Support has been requested for a late licence for the premises. The late-night survey conducted suggested there was not a real appetite for this within the town with anti-social behaviour being the main concern as this has been a significant issue in the past. Further evidence will be requested for how anti-social behaviour will be dealt with by the venue. • Hand gel and interior social distancing stickers are available and will be provided to businesses. • Christmas Festival – The date of 28th November was voted for with unanimous agreement. 		
	Item 4 - Iceni Projects presentation on the proposed South Street development		
4.1	<p>A presentation was given on the proposed plans to renovate and develop 21-37 South Street, Dorking.</p> <ul style="list-style-type: none"> • Introductions given: Gina Murgathroyd – Senior project manager (managing community and political engagement) Tim Tocher – from CJCT Architects Stuart Mills – Iceni Projects leading on planning • TT gave an overview of the plans which included replacing the existing building with a new redesigned structure in a T shape. The ground floor would be for commercial use with the floors above being 1-2 bed residential properties. • Two options were shown for the design of the building - one a more traditional design similar to Waitrose and one a more contemporary design with flat rooves. Both options would give the appearance of a terraced property giving the illusion of a series of buildings and built with brick to fit in with the existing landscape with local materials being used. • SM stated the aim of the build was for quality and flexibility with a focus on sustainability. Within this SM gave details regarding parking, which led to a discussion on parking issues as members were keen to convey the importance of sufficient parking within the design. • Costs of the residential units was discussed and although a current sales figure was not available it was suggested that this needs to be thought through to ensure the units were affordable. 		

	<ul style="list-style-type: none"> • It was highlighted that the location of the premises on South Street was a known pinch point for traffic so management of this would have to be given consideration prior to and throughout the build. • It was noted that with a lack of affordable 2-3 bedroom units in the area this could be a consideration in the plans for the build. 		
	Item 5 – MVDC Updates		
5.1	<p>Areas discussed as follows:</p> <ul style="list-style-type: none"> • A one-off restart grant payable in April would be available, for which BID levy payers should be aware. Further information on this was being awaited. There would also be a top up to the discretionary grant. Members will be updated as information becomes available. Across the district in the last year approximately £8million in grants had been distributed to assist businesses in this difficult time. • Procurement policy – this has been recently updated and it is hoped local firms will be able to benefit from being able to submit their own tenders for local projects. It was requested this be pointed out to levy payers so they would be aware to look at tenders and bids being requested locally. While all tenders and bids have to be advertised nationally to be in line with the rights of fair trading there may be good opportunities for local business here. • Opportunity Dorking and the joint projects were continuing as discussed in previous meetings. • Business Recovery Survey – This was recently run with 270 responses received. The main area people are interested in is financial help and grants. More work will be done on signposting the help available for this. • Digital skills training – this will now be offered at different levels to ensure people with varying skills were given the support they needed. • The skills hub – this will be launched on 12th April. Three members of staff have been secured. This will be online initially until a presence in the town was allowed following lockdown. Venues being considered were Pippbrook and Dorking Halls. • Dorking has seen the arrival of 11 new businesses into the town during the year of the pandemic, with a further 3 companies planning to come into the town. Discussions are ongoing with various other businesses to let retail units. • Pippbrook - work continues in looking at a timeline to bring in tenants. • Meadowbank remains high on the agenda with plans to make it a focal point for visitors to the town. • Uses for units on the high street are being reviewed and the opinions of 17 different community groups have been sought so all possible options are considered for the use of empty units in the town. • MVDC would be working with food service providers ahead of their reopening. MVDC would also be working closely with the hospitality sector with an aim of boosting the options people had for places to go in town. Collaborative working would be beneficial to create a real identity for the night time economy of the town. • Walking trails and inspiring views by Visit Surrey was a good initiative that could be used to draw walkers into the town to support the visitor economy. 		
	DATE OF NEXT MEETING IS THE 13TH APRIL 2021.		