

**ATTENDEES**

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

Tracy St.Clair (IN ATTENDANCE)

		<b>ACTION</b>	<b>TIME</b>
<b>1.</b>	<b>Item 1 - Welcome and Introductions</b>		
1.1	Andrew opened the meeting and welcomed everyone. Apologies had been received from Lisa Edwards.	<b>INFO</b>	-
<b>2.</b>	<b>Item 2 – Approval of Last Month’s Minutes</b>		
2.1	The minutes of the previous meeting in April were all approved. Charlotte informed the directors that Ken Storr of Waitrose had tendered his resignation as a director of the board. The board accepted his resignation and NB was asked to prepare the statutory resignation forms.	<b>INFO / NB</b>	-
<b>3.</b>	<b>Item 3 – BID Update: Recovery Strategy</b>		
3.1	<p>The recovery strategy includes the points below points with regards to what the next steps will be when the shops potentially open on 1<sup>st</sup> June 2020.</p> <p><b>Common plan for public space</b>            How to manage the footfall in terms of queuing and adhering to social distancing. Measures to put in place with barriers or a one-way system, discussion with Mole Valley.</p> <p><b>Enhanced cleaning and sanitising</b>            It was suggested that some shops could provide sanitiser upon entry to enable people to handle the goods in a safe manner. Some businesses may want to provide gloves and or masks.</p> <p><b>(Consistent) Signage</b>            Clear communication to the public on how you can catch the virus was agreed, and how to stay safe. Strong consistent messaging is needed for shops, so the public know how to adhere to social distancing, along with floor stickers, signage and leaflets.</p>	<b>INFO</b>	-

	<p><b>Walking and cycling</b> Signage could perhaps inform people where to park their bikes. The Street Angels could assist to remind people about social distancing and where they can walk by keeping everyone safe.</p> <p><b>Markets</b> The National Association of British Market Authority is saying that whilst market traders are allowed to trade from 1<sup>st</sup> June, it seems too early to proceed with the market and to review this in July, when we have a better idea of peoples behaviour and how the social distancing will work.</p>	<b>INFO</b>	
<b>4.</b>	<b>Item 4 – BID Subgroups</b>		
<b>4.1</b>	<p><b>Future Dorking Group</b> The plan for Opportunity Dorking was to bring stake holders together to get feedback. Fitting the Future Dorking Group into this would be a good step, and recruiting could continue for this group should the funds be available.</p> <p><b>Town Centre Advisory Group</b> Having a direct group that speaks for a wide range of levy payers to ensure communication is effective and beneficial. This group needs to be starting a conversation with landlords for a better deal for those in retail. Inviting the landlords to talk about the town centre and what they are looking at, with the purpose of filling up the vacant units.</p>	<b>INFO</b>	-
<b>5.</b>	<b>Item 5 – MVDC Parking and event space offer</b>		
<b>5.1</b>	Free car parking is to be looked at on the car parks proposed these are, St. Martins, Waltham Road, and South Side and maybe include West Street. The frequency would ideally be every week; however, the cost determines that perhaps a temporary measure would be suited for a weekly free parking of 2 to 3 hours for the next 3 months rather than for 1 year, with the BID logo or some signage on the pay machines.	<b>INFO</b>	-
<b>6.</b>	<b>Item 6 – Budgets</b>		
<b>6.1</b>	<p>Everyone to look at the budgets with regards to the parking and replacing events with something that has value. Current collection rate is 19% so 34% lower than last year's figure, so input required on what is a priority and what has been projected to come in as set out by NB in the budgets prepared for the board.</p> <p>NB provided a flexed budget for comment by the directors to show the Cash effects of 3-month deferral and with an estimate of 20% reduction in levy income. Therefore, the projects like the Christmas festival, regular events have to be looked at. Each director has to agree on what can be achieved within the business plan with the revised budgets.</p>	<b>INFO</b>	
<b>7</b>	<b>Item 8 – Review next steps and Action Points</b>		
<b>7.1</b>	<ul style="list-style-type: none"> <li>Charlotte to cost PPE, hand sanitiser, floor stickers and posters.</li> </ul>	<b>CW CW</b>	-

	<ul style="list-style-type: none"> <li>• Charlotte to contact Street Angels.</li> <li>• Charlotte to email businesses regarding opening on 1<sup>st</sup> June.</li> <li>• Clayton to look at the Future Dorking Group agreement.</li> <li>• Charlotte to do a proposal on Town Centre Advisory Group.</li> <li>• Clayton to look at car parking costs.</li> </ul>	<b>CW</b> <b>Clayton</b> <b>CW</b> <b>Clayton</b>	
<b>8</b>	<b>AOB</b>		
<b>9</b>	<p>All agreed that Richard the Senior Economic Regeneration Officer for Opportunity Dorking can attend the board meeting in June with Candida.</p> <p>Meeting closed at 9.40 am. An additional meeting has been scheduled for Wednesday 27<sup>th</sup> May to catch up on the action points.</p>	<b>INFO</b>	