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# BBID BOARD MEETING

## 10TH JANUARY 2023:

# MEETING AGENDA

PRESENT: TBC

APOLOGIES: Kellie Hasbury, Stef Brammer, Simon Dickens,

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# JAN 23: AGENDA

- DEC 2022 OPEN MEETING MINUTES W/ UPDATES
  - HANDOVER PROCESS UPDATE
  - BUDGETS: CASHFLOW, LOHS
  - BALLOT 2023 (V)
  - PROJECTS
    - Project Management system update
    - Cleaning: Bristol Waste
    - Festoon (V)
    - Art District
  - MARKETING MEETING JAN SUMMARY
  - BCC RECOVERY & RENEWAL FUNDING (East St £404K)
    - Eat Bedminster update
    - East St Markets update - BID Gazebos
  - RECRUITMENT PROCESS
    - BID Manager
    - Engagement role
  - AOB
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# BBID: DEC OPEN MEETING MINUTES

Tuesday 13 December 2022 - Steam Crane, North Street

Present:

- Simon Dicken (Chair)
- Tom Windaybank (Vice Chair)
- Stef Brammar (Secretary)
- Stephen Hayles
- Darren Baker
- Steve Clymer
- Sasha Briancourt
- Sarah Morrison, Bristol City Council (observer)
- Sophie Jones, Plaster (observer)
- Shadene Kelling (observer)

Apologies: Cllr. Tony Dyer, Charlie Taylor, Kellie Hasbury, Jocelyn Wellby

The meeting was chaired by Vice Chair Tom Windaybank

1. Minutes of previous meeting and matters arising not on the agenda:

These were approved.

2. Report from Marketing meeting:

All listed in Joss's briefing note re Bristol Arts District were agreed: to be re-visited and discussed fully in the New Year.

3. Cleansing:

It was agreed that we need improved documentation from Bristol Waste to enable a full review. Sarah Morrison suggested she will set up a 3 way zoom between herself, Joss and Bristol Waste.

4. East Street Now!

Joss is facilitating these: the next meeting will be on Wednesday 4 January 2023, location tbc and agenda to follow.

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# BBID: DEC OPEN MEETING MINUTES

## 5. BID projects:

-EAT Festival: April signed off. September date clashes with Windmill Hill City Farm market: a discussion will be organised re running a joint promotion.

-East Street Market: this will be piloted on the last Saturday of each month from April to September 2023. The organisers are to be invited to a BID meeting.

-12 Drinks of Christmas has gone live: feedback needed from venues so that it can be properly evaluated.

-North St/West Street tree lighting: Sparkx gesture of goodwill to install 2 of the 6 old trees was acknowledged, plus the offer to install on the remaining 4 at a heavily reduced price of £2.5K. It was agreed to ask whether they would include an extra tree on West Street for a complete price of £3K: Joss to action.

Tom Windaybank proposed that the tree lighting should remain until January. This was seconded by Darren Baker, with a positive vote from 6 directors and 1 abstention.

## 6. AOB:

-British BID membership is being processed with training opportunities for Board members. It was agreed that we would offer 50% off the cost of a course to the new BID Manager during the recruitment process.

-It was noted that Joss is investigating a replacement hanging basket scheme.

-Joss is creating a framework for project evaluation and clear delivery reporting.

-Stef and Joss are to undertake a governance review in the New Year, which will include recommendations of the roles and appointment of directors.

-Stef and Andrew Procter had produced documents on Financial and Procurement processes which will be accessible within key documents on the website.

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# BBID: DEC OPEN MEETING MINUTES

-Stef has arranged to work with Joss on an insurance and Health & Safety review in the New Year.

-Steve Clymer suggested that a strategy review is required, and it was agreed that the current business plan would be circulated with these minutes, and that the business plan will be re-developed with the new BID Manager as part of the ballot process during 2023.

## [DIGITAL 2018 -2023 BBID BUSINESS PLAN](#)

- Shadene introduced herself and described her aim to develop a Community Hub on East Street. Stef pointed out that there is a consortium of Bedminster community groups (Action Greater Bedminster, BS3 Community Development and Windmill Hill City Farm working with the City Council to establish a community hub in a vacant shop. She understands that the Regeneration team at the "City Council has committed a small start up fund, and she had spoken to Simon about the BID securing a presence within the Hub. She will put Shadene in touch with the community contacts.

The BID Chair, Simon Dicken, thanked everybody for their work over the past few weeks. He believes we are in a strong position to go forward. He stated that some people had said that George Grace has been treated unfairly, but he assured the group that due process had been followed. Skill sets required have changed and we need to move on. However, the 10 years that George has given to the BID does need acknowledgement. Everyone agreed.

Date of next meeting (Directors only): Tuesday 10 January 2023, location tbc

Initialed by SB 14.12.22

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# 2023 BUDGETS

## BID LEVY BUDGET:

- Joss and Andrew to review cash flow and forecast for 2023. Meeting 2nd Feb due to Proctor agreement.
- This will inform viable projects and BID Board to review 2023 programme priorities on the back of budget confirmation

## LOHS UNDERSPEND:

- BCC would like a proposal for this underspend (£32,225) in next few weeks. To be spend by 31st March 2023.
  - Provisional suggestions:
    - East St phone box removal
    - Art District amplification
  - Joss to create details proposal for BID Board sign off on the back of short discussion
    - What would we like to spend this on?
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# 2023 BALLOT

## BALLOT:

- George suggested we push the 2023 ballot back to spring 2024 on the back of the financial climate
- New BID Manager would be under a short term contract either way
- BM will need support. Who will this be?
- Allow additional time for new BM to get to know the traders and make an impact/relationship build

VOTE NEEDED

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# 2023 PROJECTS

## CLEANING:

- Bristol Waste updating their documentation of 10K spend
- Will send over unit costs for each job/task for BID to choose appropriate spend for greatest impact
- 3 pronged approach to be budgeted:
  - Bristol Waste
  - Colour block shutters
  - Artwork on shutters (live)

## FESTOON LIGHTING:

- East St lighting: traders being consulted on option for year round installation (R&R Funding)
- North St lighting:
  - A. Do we wish to keep in situ and reduce running times over the year
  - B. Keep in situ and turn on summer + winter
  - C. Remove and reinstall

## VOTE NEEDED

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## ART DISTRICT:

- Branding is underway
- Fluid design approach allowing the design to have more longevity and lasting power beyond the BBID
- Propose a branding workshop, trader engagement and review with BID Board (SH)
- Additional amplification proposal. Plaster/Joss
- Looking at a weekend date for launch event and what this might look like. Plaster/Joss
- Potentially funded R&R



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# JAN 2023 MARKETING MEETING

## 2023 PROGRAMME

JAN: LANTERN PARADE, BELLY LAUGHS

FEB: VALENTINES DAY

APRIL: MARKET DAY

APRIL/MAY: ART DISTRICT LAUNCH

JUNE: BEER TRAIL (DATE TBC)

SEPT: BS3 VINTAGE & ANTIQUE TRAIL (DATE TBC)

OCT: HALLOWEEN TRAIL vs. HAIR RAISING TALES

DEC: TREE LIGHTING, FESTOON (FILL SCHEME GAPS), GIFT GUIDE, CAROLS

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# RECOVERY & RENEWAL FUNDING

## R & R FUND EARMARKED FOR:

- EAT BEDMINSTER
- MONTHLY EAST ST MARKET
- EAST ST LIGHTING: BUILDING & FESTOON
- BOLLARD RESTORATION & DESIGN

## BID PROPOSALS:

- WELCOME SCULPTURE/GATEWAY
- MODERN BIN REPLACEMENT
- POCKET PARK REVAMP
- EAST ST & DEVELOPMENT GATEWAYS

## IDEAS FOR DISCUSSION:

- SCULPTURE TRAILS
- ACCESSIBILITY INVESTIGATION
- ST CATHARINES PLACE DRESSING

## COMMITTED FUNDING:

- To date £140,000 has been ring-fenced to deliver the activities listed above.
- There is currently £264,000 remaining in the budget.
- To date no funding has been provided to Bedminster BID for any of the activities

## BCC INVESTIGATING:

- Eat Bedminster: April & September (TBC)
  - Greening - trees, planters, living green walls, green roofs for bus stops
  - New bins/recycling facilities
  - Upgrades/refresh of pocket parks
  - Upgrades/changes to current street furniture (replacement/relocation of bins/seating)
  - Better/more signage for contraflow cycle lane
  - Public art at gateways/key intersections
  - Community event/fun day
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**AOB**



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## **BID BOARD MEETING: 6PM SECOND TUESDAY OF THE MONTH**

PLEASE DROP ME A MESSAGE IF YOU WOULD LIKE TO ADD ANY AGENDA POINTS TO THE MEETING OR IF YOU WISH TO BE REMOVED FROM THESE UPDATES.

THANKS FOR CONTRIBUTING TO THE SESSION & SPEAK SOON.

JOSS

[business@bedminster.org.uk](mailto:business@bedminster.org.uk)

07811178400

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