

Cambridge BID Board Meeting Minutes 8.30am Wednesday 22nd July 2021

1. Attendees, Apologies, Minutes and Declarations of Interest.

Anne Bannell	AB
Becky Burrell	BB
Edward Adshead	EA
David Ormrod	DO
Glen Sharp	GS
Helen Hames	HH
Ian Sandison – Chair of meeting	IS
Nick Finlayson-Brown	NFB
Roger Allen	RA
Rosy Moore	RM
Robert Davey	RD
Sallie Wright	SWBID

Ian R Sandison

Ian Sandison
Chief Executive
29/09/21

Apologies:

Andrew Lloyd	AL
Joel Carre	JC
Luis Navarro	LN
Val Lambert	VL

Quorum (1/3rd of board members) present
No Declarations of interest
Board agreed that IS should Chair.

Overview

Due to the current Covid-19 restrictions this meeting was held by teleconference.

Minutes

Signed off with the following actions met;

- RM updated IS on current status of the redevelopment of Park Street car park.
- BB Distributed Business Survey presentation

2. CCC Update - JC

JC provided IS with a CCC update prior to the meeting due to his absence. The city has opened up as usual since the lifting of Covid restrictions on 19th July 2021. The Market Square redevelopment consultation period has been extended to the end of July 2021. There are some challenges with agreeing on the design of the stalls and whether demountable stalls were an option. Progress is slow with the potential for it being a flexible space, however, prioritising stalls and the market traders.

Kings Parade barrier has been signed off as a permanent fixture and a new design will be out for consultation before being installed.

There are plans for increased lighting across the city and outdoor seating has already been set up in the city centre and will continue to be installed.

RM mentioned a litter strategy and asked if the consultation information can be distributed to BID members.

Action 1 RM to provide litter strategy consultation information to IS

3. British BIDS Mid Term Review Conclusion of Cambridge BID – Chris Turner, British BID’s

CT concluded our review following the mid-term update at the previous Board meeting in May 2021. He has spoken with Board Directors and members of the BID staff and received lots of positive feedback which supports the success of Cambridge BID and how it is managed by IS. GS congratulated the BID team on their positive review and efficient management and running of the BID. We will now go forward to the British BIDs accreditation process.

4. Annual Accounts 2020_2021

IS presented the accounts that had been previously reviewed by the F&G group on July 13th. It was noted that a larger than usual surplus has been accrued. Plans to reduce this include the new £150k business support grant launched in May 2021, the hiring of an extra on street Ambassador, hiring a new Digital Social Media Assistant, a 12 month PR Campaign for the Visit Cambridge Brand and some other business support projects.

The board approved the accounts

Action 2 Sallie to work with CA to get accounts process completed, including signing and filing with Companies House

5. Budget 2021_22

IS circulated a detailed budget update after the Q1 April to June trading period along with a brief summary. There were no questions

6. CEO & BID Team update – IS/HH/BB

Paper distributed prior to meeting. IS confirmed the Cow’s about Cambridge trail was going really well. RA confirmed maps were being snapped up by the public with lots of positive feedback. HH and KF are working with Visit England Instagram takeover planned for Thursday 22nd July which will hopefully give Cambridge fantastic exposure

7. Board Directors Covid update – ALL

NFB (Partner, Mills and Reeve) advised the office was being manned similarly to summer 2020 with a booking system in place. Aiming for 50/60% occupancy in September looking at hybrid working patterns.

EA, (General Manager, The Gonville Hotel) Business is good over the last 90 days sector had 44% occupancy which compared to 2019 is down about 50%. September is showing strong bookings for the hospitality sector, October is looking much quieter

DO, (General Manager, The Regal Pub) Recruitment and self isolation are the biggest challenges they are currently facing.

GS, (Junior Bursar, Trinity Hall) Small outbreak of self isolation experienced, however the majority of students were able to return home for the holidays. There are no summer conferences this year, however, a large number of weddings, expecting a full student return in the autumn.

RA, (Manager, The Lion Yard) Covid signage has been taken down and tenants trading OK. 25% down on footfall compared to 2019. Cows project going great.
 AB, (Owner, Jack's on Trinity) Still missing core international customers which make up 85-90% of annual sales. As tourism and summer develop, hopefully customers will increase.
 SW, (Property Director, Brookgate) Positive letting interest with more flexibility especially in laboratories and life sciences. Phase 2 at the station is underway.
 RM, (City Councillor) Meetings are still being held at the Corn Exchange with no plans to return to the Guild Hall as yet.

8. AOB

EA offered Gonville Hotel outdoor space for the next Board meeting in September. All in agreeance.

Actions from meeting

Action	Task	Responsible	Deadline
1	RM to provide litter strategy consultation information to IS	RM	ASAP
2	Sallie to work with CA to get accounts process completed, including signing and filing with Companies House	SW/NH	ASAP

Next Board Meeting 8.30am – 10:30am WEDNESDAY 29th 2021 Gonville hotel