

Actions and meeting notes from the Redcliffe & Temple BID Advisory Board meeting

25th January 2024, Runway East Bristol Bridge

Attendees	
Present:	<p>Steve Bluff, Redcliffe & Temple BID (online) Tom Swithinbank, Redcliffe & Temple BID Laura Knight, Redcliffe & Temple BID Amy Simpson, Burges Salmon Charlotte Raynes, DAS Chris Swift, Spicer & Cole Jamie Burman, BCC Joy Simmonds, Barclays Matt Grimwood, TLT Paul Williams, Avison Young</p>
Apologies	<p>Cllr. Farah Hussain Cllr. Ani Stafford Townsend Helen Richardson, WSP Amanda French, Clarke Willmott Kate Banks, DAS Jon Bower, WBD Steve Devine, The Leonardo Hotel Victoria Matthews, Business West Phil Hodgson, Arup</p>

Meeting Actions

- a) All – Email Steve by end February re intention to remain on the board / resign / resign and nominate a colleague.
- b) All – Email Steve by end February with thoughts on any gaps in the membership of the Advisory Board and ways to increase diversity (gender, ethnicity, age and role) as well as improve attendance and participation.
- c) All – Email Steve if you/a colleague would like to attend the preview of the Bristol Light Festival installation in Temple Church – 1st February – 5pm
- d) All – Note date for Climate Action Programme celebration event - 27th February – 5pm – Brunel Insurance (invite to follow on 2nd February)
- e) All – Note date for 'Future of Work' event – 30th April (invite to follow)

- f) All – Review BID Survey Results – slides attached to minutes
- g) BID team: Promote the survey outcomes and actions via our digital channels
- h) All – Email Tom with best contact to liaise on BID Cargo Bike project
- i) Tom – Email Chris re Cargo Bike case study and with links to BCC Grants

Meeting Notes

1	Welcome, introductions and apologies
	<p>1.1 Tom opened the meeting</p> <p>1.2 No conflicts of interest were declared by those present</p> <p>1.3 The Board introduced themselves for the benefit of Laura Knight who joined the team on 2nd January as Maternity Cover for Sabrina in the role of Events Project Manager.</p> <p>Laura will lead on our levy payer events (both lunchtime and knowledge events) as well as public facing events including Bristol Harbour Festival.</p>
2	BID Ballot and Boundary Extension
	<p>2.1 Tom gave an overview of the progress consultation regarding the boundary extension being considered for ballot in September 2025. We have held two meetings with the Temple Quarter Joint Delivery Team who are in favour of our proposals and are helping to connect us with colleagues. We have met Jill Walsh at University of Bristol who is helping us obtain a meeting with Barra Mac Rauri, we are also seeking a meeting with Kirsten Durie at Network Rail and with the team at Homes England.</p> <p>2.2 Board support with the above discussions would be welcome.</p>
3	Creating and maintaining quality spaces
	<p>3.1 Tom updated the group on the GIAP actions progress and current priorities and activities. We are awaiting costs from BCC Parks before we confirm we can fund improvements to Portwall Gardens and have meetings booked to discuss other opportunities in parks.</p> <p>3.2 BID due to meet the new BCC Director of Place, Alex Hearn to outline support and discuss potential partnership work.</p> <p>3.3 Awaiting confirmation that we can proceed with works to improve the planting at the L&G site 'Boxmakers Yard' on Avon Street where a number of large flower beds are mostly empty.</p> <p>3.4 Budget carry over from previous years has provided a healthy budget for this side of our work.</p>

4	Improving sustainability and the environment
	<p>4.1 Bristol Green Capital Partnership are launching their new name and brand on 1st February at their Green Mingle – look out and support on social media.</p> <p>4.2 Tom updated the group on Bex Shreeve’s progress on meeting businesses and developing case studies and shorter blogs on Climate Action Plans</p> <p>4.3 The next BGCP event on 7th February has sold out with 90 people booked on. This event will focus on how to engage your landlord regarding improvements to your building.</p> <p>4.4 On 27th February we will host an event to celebrate a year of the partnership and the launch of the partnership’s new name and brand. 27th February, 5pm, Brunel Insurance, 3 Temple Back (invite to follow).</p> <p>4.5 Next month we will launch a project to provide information and a small subsidy to encourage businesses to receive their goods by Cargo Bike. This is a joint project with City Centre BID and has been match funded by BCC (£12.5k). Tom confirmed that this project will be able to fund purchases of bikes as well as use of a courier. Chris explained that Spicer and Cole have been using Zedify (a cargo bike courier) for a couple of months and it has made deliveries more efficient, due mainly to the closure of Bristol Bridge – Chris offered to support a case study. Charlotte offered an introduction to Baxter Storey who provide the catering for a number of Temple Quay offices.</p>
5	Creating and promoting a vibrant place
	<p>5.1 Steve updated on the Bristol Light Festival 2024 and shared the three installations in R & T; Finzels Reach, Temple Church and Temple Quay. We discussed the need to encourage visitors to come on quieter days of the week and to potentially split their visit across two nights. We have emailed hospitality venues to encourage them to be prepared for high footfall.</p> <p>5.2 Steve updated the group on the “Elf on the Shelf” campaign for Christmas 2023 – this resulted in lots of positive PR and social media activity, we are looking to repeat next Christmas.</p> <p>5.3 Tom updated the group on the success of the Love Bristol Gift Card to date - £86k sold so far.</p> <p>5.4 Steve and Laura explained our role in Bristol Harbour Festival adding that a key aim was to encourage more spend in local hospitality venues and to animate the water and waterfront.</p>
6	Connecting and representing businesses
	<p>6.1. Tom shared the results of the BID mid-term survey (slides attached) We will publicise/promote the outcomes and next steps on BID channels.</p>

	<p>6.2 Tom updated the group on the 3 BID's response to the Local Plan which was submitted on Friday 26th January – a copy of the response is attached.</p> <p>6.3 Steve explained the concept of the 'Future of Work' event we are planning for April 30th. The event will focus on a range of topics that will impact how we work including technology, HR and workspaces. Avison Young, Clarke Wilmott and BT have all expressed an interest in speaking. Matt asked if we might consider charging for this to maximise attendance on the day, Steve responded that we may do an affordable donation to a related charity.</p>
7	Building a safe and caring community
	<p>7.1 Steve updated the group on the Equity and Diversity and Inclusion partnership work and opportunities for businesses to work with Babbasa on EDI Health checkers and recruitment services. This was launched at BT in September and followed up in October with a lunch and learn event at Foot Anstey.</p> <p>7.2 Tom updated the group on the £4.5k donations to TAP for Bristol from our Tap devices alongside an amazing £19K raised by RSM through a charity of the year partnership.</p>
8	Finances
	<p>8.1 Steve updated the group on the budget and income which has increased vs forecast due to a 98% levy collection rate. Thanks to BCC for their proactive work with levy collection. We clarified that we're not aware of any business who won't/can't pay and that all outstanding funds have been due to bills being lost.</p> <p>Steve also clarified that national regulations won't allow emailed invoices, but industry bodies are supportive for this to change in the future.</p> <p>8.2 A list of current levy payers will not be shared by BCC with the BID until the current BID regulations are updated by DLUHC. A recent paper has been issued by the 3 main BID industry bodies outlining the national need for a BID regulation update. (A list will be shared by BCC at the time of the ballot).</p>
9	Advisory Board Review
	<p>9.1</p> <p>The BID Advisory Board terms of reference requires the Advisory Board membership to be reviewed in June 2024.</p> <p>The Board were asked to email Steve by the end of February with their intention to remain, resign or nominate a colleague.</p> <p>Chris confirmed that he had emailed Steve to resign due to time constraints, Steve thanked Chris for his work on the Board, we are advertising for a replacement hospitality representative in the next newsletter.</p> <p>Steve and Tom explained that there was a desire to increase the diversity of the Board both in terms of diversity and gender but also age and seniority of role.</p> <p>The rationale for this is that in some cases other operational members of staff, may be more suited to take forward actions from the Board meetings, e.g.</p>

	<p>encouraging survey responses and engaging with projects such as the Cargo Bike initiative.</p> <p>The role of an Advisory Board member is as follows:</p> <ul style="list-style-type: none"> • attend quarterly meetings and an Annual review each year (and commit to reading performance and budget reports ahead of these meetings) • represent the interests of all BID levy payers and businesses in the area. • advocate for levy payers on strategic issues • identify and help shape solutions to the issues that face the BID area • provide expert advice and guidance • champion BID projects within your own organisation (and on social media if used) • advise and guide the BID team on projects and issues • challenge the BID team and others where appropriate • establish best practice and bring new ideas to the group meetings • positively support the Head of BID and team and encourage success • advise on improvements to BID projects where appropriate • agree and monitor performance measures for the BID
<p>Next Meeting</p>	<p>The proposed dates for the 2024 meetings are planned for Thursdays at 10am on: April 25, July 18 and 17 October.</p>