



BOGNOR REGIS BID LTD

MINUTES OF AGM: 2024

Annual General Meeting 2024, Reporting for Financial Year 2023-24

Date: Thursday 12th December 2024
Time: 17:45 hrs
Location: The Track, Bognor Regis

Present:

BR BID Directors: (Meeting Chair) Angela Vanderpump (AV), Greg Burt (GB), Ian Hewitt (IH), Matthew Reynolds (MR) Freya Reynolds (FR)

BR BID Board Members: Joanne Davis (BR Town Council) Matt Gover (Arun District Council)

BR BID Team: H. Allen (HA), C. Harwood, (CH) S. Mansfield (SM)

BUSINESS Attendees: H. Green, P. Wells, D. Dawes, J. Wells*

OTHER Attendees: Glenna Frost (BR Town Council)

Apologies: None

Minutes: SM

(*denotes guests, with no voting rights)

1. Welcome and Apologies (AV)

1.1 AV introduced herself and welcomed the BRBID Board Members, employees and business representatives. AV clarified the time frame of the AGM is the financial year 2023-24, The second year of the second term.

1.2 AV introduced SM as the new BRBID Facilitator who is taking notes of the meeting.

2. Reminder about voting rights (AV)

2.1 AV reminded everyone of voting rights and that only levy members can vote. An additional reminder that the minutes will be published after they have been formally approved.

3. Declaration of Interests (AV)

3.1 None were declared.

4. Annual Report and Financial Report for 2023/24 Financial Year (AV)

4.1 AV stated that all documents had been circulated to company members by email in advance of the AGM and have been available to download from the BID's website for the past three weeks.

4.2 The audited accounts for the 2023-24 financial year have been approved and lodged with Companies House.

4.3 AV asked if anyone had any questions relating to the documents. There were no questions raised, and the reports have been recorded as an accurate record for 2023/24.

Documents are available on the BID website: <https://www.brbid.org/keybiddocuments>

5. Special Resolutions (AV)

5.1 AV advised there were no special resolutions to present at the meeting

6. Resignations, Retirements and Appointments (AV)

6.1 AV advised, the Annual General Meeting is where we formalise any changes to the BID's decision-making body, the Board of Directors. All BID Directors are drawn from the business community, to best represent the needs of the businesses the organisation serves.

6.2 AV announced that Ian Hewitt representing levy paying business "The Gordon Centre", was appointed to the BID Board of Directors on 12th September. Matthew Reynolds formally proposed Ian Hewitt. This was seconded by Greg Burt.

6.3 AV confirmed that, since the last AGM, the BID Full Board has also been joined by a new representative from Arun District Council, Matt Gover, replacing Denise Vine.

6.4 AV stated that according to the BID's Articles of Association, at every annual general meeting, one third of Directors shall retire from office. At this meeting, AV announced the resignation of Matthew Reynolds from the BID Board of Directors.

The full BID Board and BID Team thanked Matthew for his service who had contributed enormously to the BID's success.

6.5 The BID Board had received an application from Freya Reynolds to become a BID Board member. Greg Burt formally proposed Freya Reynolds. This was seconded by Henry Green.

All the new BID Board members were warmly welcomed.

7. Overview of BID plans 2024/25

7.1 AV began by reading a statement from the BID Board of Directors. The full statement is copied at the end of these minutes in annex A

7.2 AV invited the attendees to ask questions about the 2025/26 statement. P Wells raised the first two questions:

Christmas Lights

1. With regards to the Christmas lights has there been any consultation with the Bognor Regis Town council?

HA stated that Bognor Regis Town Council were consulted, and the Christmas lights would see footfall coming to the town, something levy payers have continued to state is a priority.

P. Wells stated that Bognor was very quiet due to the fabulous market in Chichester.

HA stated that she had approached the organisers of the Chichester Market about opportunities however this proved too challenging. Heather also stated that, even though a Christmas Market has proved challenging and unfeasible in the past, it doesn't mean it can't be revisited in the future.

CH suggested a "working group for ideas", and this was considered a good idea, something for the Board to consider. If approved the new Facilitator would have the capacity to organise.

Radio Hire

2. Paul received a letter regarding radio hire. What was not stated in the letter is whether there will be any increase in cost? And why there was no consultation?

HA stated the decision to change management was made by previous provider who gave up the management of the radios with no notice.

The BID took on the management of the radios from the previous provider in 2023 to ensure the service was maintained. At the time no alternative management option was available. The new BID Facilitator will not have enough time to manage the radios effectively as this is time consuming. However, the BID Facilitator will continue to follow up any outstanding payments for radio hire services once the business moves to EMS Services in the new year.

The BID was approached by a third party who have confirmed to upgrade the handsets in the first 12 months to Motorola handsets. Improved technology will enable the Warden and Police handsets to automatically identify callers.

There is no planned increase in fees in the first few months. The BID would almost certainly have needed to increase the fees. The fees have not been increased for some time. The new provider is also looking at introducing a pay monthly option. Another letter regarding the transition to a new provider will be emailed on Friday 13th December followed up with a hand delivered letter.

D. Dawes added that 40% of all radio users never turned on the radios. Danny also stated that DISC was burdensome and needs to be localised. Often, he sees reports from Exeter which is not relevant. Instead, Danny meets directly with the duty sergeant.

HA added that a new Crime Reduction Partnership was being set up, jointly between Bognor Regis and Littlehampton. ADC are actively recruiting for the BCRP Manager at the moment to take this forward.

D. Dawes identified Johnny, and he was praised for his work as Town Centre Community warden but needs more support.

Low footfall, particularly in the East-End of Bognor Regis

D. Dawes asked about the signposting in the east End of Bognor and when it would be installed. HA replied by stating the new wayfinding will begin installation from 13th January.

Greg Burt added that the council could review parking outside the post office. The current arrangement reflected the situation 30 years ago.

D. Dawes stated that the East end was particularly affected by the reduction in parking spaces taken up by contractors being used to develop the Alexandra Theatre.

P. Wells added that sales of parking discs are down reflecting lower footfall.

Anti-Social Behaviour (ASB)

D. Dawes asked if the BID could sort out ASB. There are too many “move on hostels” a new one opened recently in Nywood Lane with 36 rooms. Danny continued that ADC are taking too many referrals from out of area including Worthing and Chichester and that out of area people were causing most trouble in the town.

The crime reports take too long to complete, Danny asked if the Warden could assist with completing them.

8. Dates of further BR BID Meetings

8.1 AV stated that people can submit questions 24hrs ahead of time. The next full board is in March.

Proposed date	Type of meeting	Attendance
16 January 2025	BID Directors Meeting	Directors
13 February	BID Directors Meeting	Directors
13 March 2025	BID Full Board Meeting	ALL
10 April 2025	BID Directors Meeting	Directors
08 May 2025	BID Directors Meeting	Directors
05 June 2025	BID Full Board Meeting	ALL
03 July 2025	BID Directors Meeting	Directors
<i>August 2025</i>	<i>NO BID MEETINGS</i>	
11 September 2025	BID Full Board Meeting	ALL
09 October 2025	BID Directors Meeting – Budget setting	Directors
06 November 2025	BID Directors Meeting	Directors
04 December 2025	BID Full Board Meeting	ALL

FORMAL BR BID AGM MEETING CLOSED: 19:20

Annex A: 2025/26 A statement from the BID Board of Directors

The primary function of any BID is to make sure the funds paid by businesses are used to deliver services and activities that meet their priorities. We consulted with businesses back in early 2022 to see if they supported a second term of the Bognor Regis BID, and the kind of activity they wanted prioritised. These priorities were built into the five-year business plan, which businesses supported through two majority votes in the ballot last February.

When levy paying businesses were first consulted in early 2022, it was during the first extended period without Covid lockdowns, and before the impact of high inflation, increased direct costs and the cost-of-living crisis were being felt. Unfortunately, we're now two and a half years down the line, and the economic pressure on businesses hasn't lifted.

It's clear from the feedback we get in person, through social media, by phone and via the Warden that businesses' current preferences are for the BID to deliver activity that directly benefits their *businesses*, rather than the *town*. Added to this, business feedback suggests they value services that they can see and touch (such as the highly regarded Community Warden, events, Christmas light installations), over strategic progress such as shared visions, clear priorities, improved information sharing, and effective partnership working, which they see as the responsibility of other agencies, like the councils.

As a business itself, the BID isn't immune from economic challenges. Starting a week after the ballot and rumbling along in the background for the past eighteen months, changes to the way the Two-Hour Parking Scheme is delivered has dramatically impacted the BID's budget. That's why, back in August of last year, the Board had to make the difficult decision to reduce staffing to make sure we could deliver the services we'd committed to in the Business Plan.

In reality, the full impact of the budget challenges has been delayed – mainly through minimal staffing and the BID COO securing over £150,000 pounds worth of grant funding. This means the BID has delivered everything it said it would, PLUS a huge number of extra projects since 2023.

You've seen some examples of the BID's really visible projects in the annual report here - including new belly bins in London Road, Bedford Street and now High Street, replacement timers so the seafront lights come on 365 days a year, new lighting at West Street, and art installations including the Bognor Regis Time Portal, which has achieved international acclaim.

And still to come, in the final months of THIS financial year, the BID will use UKSPF funding to introduce high level wayfinding elements at Queensway, as well as seeing in the delivery of the Regeneration Board-led wayfinding project. The BID COO has also secured the full funding required to introduce railings and a new planting scheme at Station Square in 2025.

While this is great news for the town and BID businesses, the reality is that, once the current UKSPF Projects have been delivered, no new funding has been announced that the BID could apply for.

And that is why the BID Board of Directors have been carrying out a detailed review of all BID activity and identifying different ways of delivering our commitments to meet your priorities.

Going Forwards:

As you'll see from the overview of 2025-26 BID activity, it's not WHAT we're going to do that's changing – it's simply HOW we do it.

From the 1st April we're moving to third party delivery of the Love Bognor Regis site, we'll be reinstating footfall-attracting Christmas installations on a three year contract, our partnership funding towards the District-wide BCRP will see businesses benefit from all the reporting and information sharing tools you're familiar with AND the extra in-person support of a dedicated BCRP Manager.

We'll continue to fund the footfall cameras and carry out regular audits so we can evidence town centre performance and compare with local, specialist and national trends. The radio hire scheme business is being sold to an experienced third-party provider, and all businesses that choose to participate will benefit from enhanced handsets and infrastructure. And subject to the Town Council's funding decision, we're looking to reinstate seven day a week warden cover at the earliest opportunity.

To make this happen, we've had to make some tough calls about how we operate the BID, so we can deliver all of the core commitments within the income generated from BID Levy alone: The full time, strategic, BID COO role is being replaced by a part time BID Facilitator from mid-December.

Appointed for twenty hours a week, the Facilitator's role is to make sure the different service elements are being delivered effectively, reporting back to the BID Board of Directors and businesses, as well as managing all company matters (such as meetings, payments, bookkeeping, insurance, accreditation, licences) so you can be confident that your BID is being governed effectively, and your BID levy payments stewarded wisely.

It's great to be able to introduce you to our new BID Facilitator, Simon Mansfield, at the meeting this evening. Simon joined the BID on the 25 November and has been undergoing a period of training. You'll find details of Simon's working hours and how to contact him on the "Meet the Team" page of the BID's website.

The 2025-26 financial year is going to be an interesting one for the town centre. With numerous, overlapping development projects in motion, but not yet complete, it is likely to feel frustrating at times.

It is likely to be noisy in places, or dusty, or covered in scaffolding, or subject to annoying road closures, or subject to unanticipated delays.

But when we find ourselves amongst these frustrations, it's vital that we dig deep, look to the bigger picture and long-term benefits, and try not to give in to pessimism, blame or complaining.

The attitudes we choose to express – whether in person or online – have as much of an impact on the way people view Bognor Regis as any undeveloped plot of land or hoarded up building.

We may not be able to control the speed of progress, but we can choose to control our words and actions, and use them to build up, not tear down."

Appreciating that's a lot to take in, does anyone have any questions about BID activity for the 2025-26 Financial Year?

Summary of discussion points/action for 16th January BID Meeting, not concluded during the AGM Meeting:

- BR BID Setting up a working group to discuss ideas
- Council review of parking outside the post office
- BR BID to feedback to DISC that a benefit may be to localise information
- Council review of contractors parking spaces for Alexandra Theatre.
- BID Facilitator to continue to follow up any outstanding payments for radio hire services
- Can the BID/Council sort out ASB, too many “move on hostels” and residents from out of area. (Chichester and Worthing)
- Can the Warden assist with completing crime reports.