

**Town Centre Partnership
Meeting 15 April 2011**

MINUTES

Present	Peter Atkinson (PA)	Chamber of Commerce (Chair)
	Liz Chandler (LC)	Natures Corner
	Mag Williams (MW)	Kennet Centre Manager
	Malcolm Bull (MB)	MD Rivar Property
	Brian Burgess (BB)	Newbury Retail Association
	Patrick Griffin (PG)	Chamber of Commerce Property Group
	Jeremy Holden-Bell (JHB)	Newbury Society
	Jonathan Hopson (JJH)	Camp Hopson
	Una Carr (UC)	Newbury College
	Maurice Elliott (ME)	TCP Treasurer
	Pamela Bale (PB)	West Berks Council
	John Hampson (DJH)	Newbury Weekly News
	John Barham (JB)	Charter Market
	Russell Downing (RD)	BID Development Manager
	Tom Rossiter (TR)	Legal
	Julian Swift- Hook (JSH)	Newbury Town Council

In Attendance

Jeff Beck (JB)	WBC Member
David Appleton (DA)	West Berks Council
Keith Ulyatt (KU)	West Berks Council
Roger Hunneman (RH)	West Berks Council
Mike Nisbet (MN)	S.L.I.
Neil Carter (NC)	Parkway

Apologies

Nick Carter, Caroline Paus, Anthony Cox, David Blake, Steve Brind,
Sue Afiero, Nicola Butler, Rachel Cordell, Katy Griffiths, J.Allen

Minutes of last meeting

The draft minutes of the meeting held on 18 March 2011 were accepted as a true and correct record with the addition of apologies from Katy Griffiths. Also the final sentence of the Events and Communications Section requires clarification and the sentence Funding for 2 issues of Retailers Update each costing £500 for 5,000 copies has been agreed. Should replace the current statement.

Matters Arising

All matters arising are covered under the agenda.

Parkway

MN introduced Neil Carter who has been appointed manager of Parkway. He is currently Centre Manager in Crawley and has previous retail experience with M&S and Debenhams. He has been a member of BID and Town Centre Boards. He will be in Newbury part time until June and will attend future meetings. MB said that a meeting would be useful asap to consider aspects of the BID. MN confirmed that John Lewis at Home has now signed and this has stimulated interest from other potential tenants. In response to a question from JJH MN said that 2 potential tenants out of 15 were relocations from other sites in Newbury. 17 residential units are being marketed. 1 has been sold and there is interest in 4 more. Work on the site is progressing well and the Debenhams fit out commences next week. 2 of the tower cranes will be removed on 7 May and 4 June. JJH emphasised the importance of communicating the changes to traffic flow, parking etc and this will be undertaken by WBC. BB asked if the John Lewis unit will replace some restaurants and open space. MN confirmed this but pointed out that there will still be 3 restaurants in the same area together with various in store restaurants. John Lewis at Home will be opening Easter 2012 but it is hoped that the base build will be completed by Christmas.

Events & Communication

CP is involved with Feelgood fortnight so was unable to attend. An update will be distributed. The Newbury Coat event will take place in the Corn Exchange. Communication Group notes were pre-distributed.

Finance & Strategy

The financial reports were circulated.

BID Group

LC confirmed that Russell Downing has accepted the position of BID Development Manager. He was previously manager of the Sheepdrove Conference Centre. Greenham Common Trust is providing office space in Broadway House and it may be possible to repair the TCP laptop. The contribution of £44K from the LSP has been received. There had been 40+ attendees at the BID presentation event and feedback was positive. The Rateable Value listing has been received and baseline agreements are being prepared. Ideally the ballot timing should synchronise with the rate billing cycle. If this is not achievable a contingency plan for supplementary billing will be needed. WBC will calculate the cost of this. RD is working on the website and branding. The next stage is to identify the district and begin meeting traders.

PG presented the combined TCP /BID budget. Greenham Common is contributing £5k. They are unable to contribute more as they are committed to 3 major events together with £7.5k for Hullabaloo and £7k for the Newbury Coat events. It is proposed that Caroline Paus splits her time 50/50 between the BID and events for the next 4 months. Her hours are then halved and she concentrates on the BID. There is a budget of £5200 for events but there are a number of other events taking place which will fill the gaps. MB said that sponsorship of at least £3k will be needed to make up the shortfall in the budget. DJH suggested that the Hullabaloo and Christmas light switch on may be the most likely to attract sponsorship. The budget was accepted.

Police Report

No police report was available. BB confirmed that the Shopsafe scheme is working well and PB said that there were more officers working in the town

Vision 2025

Has not met since the last TCP meeting

Accessibility/Parking/Transport

A meeting will be held on 13 May

Safety and Security

A meeting will be held in late June

Newbury T.C.

The Skatepark and Playground renewal in Victoria Park is progressing to plan. BB felt that the council members and officers should be congratulated on the quality of these facilities. A French market is scheduled for 6 and 7 May. Suggestions for the BID have been submitted and the TCP contribution has been approved. Representation on the vision sub group has been clarified. 27 hanging baskets have been sold to traders, a similar number to last year. Discussions are taking place on town centre pedestrian waymarking post Parkway. The hydrological survey of Victoria Park is ongoing. BB asked about the future of the Christmas lights when the present contract expires. JSH explained that funding the lights has always been controversial as there is a feeling that retailers are the main beneficiaries. LC suggested that this becomes a separate agenda item and a sub group is set up.

West Berkshire Report

PB reported that tenders for the VMS systems are out. Work will be carried out on Parkway Bridge and the Wharf taxi rank during May. Discussions regarding the East St entrance to Parkway are ongoing. BB asked that the map on the website is updated to take account of recent changes. RH asked that SLI address the problem caused by contractors parking outside their designated area.

Newbury Retail Association

BB reported that retailers in the south of the town are finding trade difficult and further closures are likely. Closures and relocations are creating uncertainty over the future of Northbrook St. MW reported that trading in the Kennet Centre is slow and confirmed that the Debenhams lease continues until 2014. JSH asked about the units adjacent to the cinema. MW has no further information. PG said that the urban village would help Cheap St and Market St.

AOB

JHB reported that planning permission for the Travis Perkins site has been refused. JSH explained that it had been referred to the District Planning Committee.

Next Meeting

20 May 11 at Newbury Racecourse

Proposed Dates for future meetings (all Fridays 9.30-11.30am)

17 June 11	WBDC Council Offices Council Chamber
15 July 11	
19 August 11	
16 September 11	
21 October 11	
18 November 11	