



OUR ABERDARE BID BOARD MEETING MINUTES

Peppers, 27 Canon Street, Aberdare, CF44 7AP

Wednesday 30 June 2021 – 11:00 – 12:00

Attendees: Darren Notley (DN), Dawn Penny (DP), Gerald Williams (GW) Helen Davies (HD), Jim Bradley (JBr), Johnathan Bowen (JB), Lindsay Winstone (LW), Mark Adams (MA), Mark Beazley (MB), Tony Missen (TM)

Apologies: Adam Hopkins (AH), Amy Brewin (AB), Daniel South (DS), Dawn Thomas (DT), Nigel Webb (NW), Rebecca Thomas (RT)

Item	Detail	Who
1.	<p>Welcome</p> <p>1.1 JBr opened the meeting and welcomed all attendees, noting HD as observer as a result of an expression of interest in becoming a board member and providing regular marketing advice and marketing & events ‘theme’ projects support. TM noted that he also invited GW and MB as observers.</p>	
2.	<p>Apologies</p> <p>2.1. Apologies given as above.</p>	
3.	<p>Minutes of the last meeting and matters arising</p> <p>3.1 The minutes were agreed by all.</p>	
4.	<p>Pen y Cymoedd (PyC) funding update:</p> <p>4.1. PyC Vision Fund conditions: DP noted that PyC require approval and a basic written signed agreement for any planters sited on privately owned land that the BID will maintain. This includes Tesco, McDonalds, Lidl and National Court at the bottom of Cross Street.</p> <p>ACTION: DP to draft agreement letters for the placement of planters for signing by Tesco, McDonalds, Lidl, Grey Trees and Baguette Express.</p> <p>ACTION: LW to liaise with Tesco and McDonalds to obtain planters placement approval</p> <p>4.2. Look & Feel funding / RCTCBC approval: DP confirmed that we now have a contact in RCTCBC’s Corporate Estates department who DP is liaising with to submit our final plan for the installation of planters. DN added that Steve Owen in the council’s Street Care team may be able to advise in relation to re-planting of existing fixed beds in Duke Street and Victoria Square.</p>	
5.	<p>Levy income:</p> <p>5.1 Levy Collection: DP noted the current levy collection rate is 82% / £65,005.75 an increase of 12% since last month and the RCTCBC levy collection process continues.</p> <p>5.2 Look & Feel projects approval / issuance of 2021-22 levy bills: DP noted that RCTCBC have determined the non-issuance of 2021-22 bills is at critical stage and have therefore provided a timetable for 2021-22 levy bill issuance; Fri 2 Jul 2021 provide accompanying letter to RCTCBC, translation carried out Fri 9 Jul 2021, Fri 16 Jul 2021 proofs provided for any amendments, Mon 19 Jul 2021 bills issued. JBr has responded to Matthew Phillips email.</p> <p>DN noted that Matthew Phillips is currently on leave and ultimately the email DN sent means that there is no turning back on this. JBr has not had a response to his email to Matthew Phillips. DN stated that he will make Matthew Phillips’ deputy aware so that he can respond to JBr. JBr added that he does not have time to seek legal advice. DN noted the operational and baseline agreement that we have in place and a lengthy discussion took place regarding the agreed levy collection process. JBr explained that he did not feel the BID can send out 2021-22 levy bills when we have not been able to deliver projects that are visibly noticeable. DN feels the BID has delivered a great deal since the BID manager has been in post since November 2020 even though the Look & Feel projects have been delayed greatly.</p>	



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5.	<p>Levy income, cont.:</p> <p>5.2 Look & Feel projects approval / issuance of 2021-22 levy bills, cont.: JB asked DN he feels how far away are we from gaining approval for planters. DN noted the emails he has sent since last week whereby he was able to obtain a dedicated contact within the council's Corporate Estates (Corp Est.) team and that this is now being managed by that team in relation to the BID submitting a plan/map of where the planters are to be sited. JBr noted a previous email from DN to DP in May noting that maps were not required. DN clarified that he spoke to Corp Est. to ascertain exactly what is required for licence agreements to be provided. JBr added that he asked DN 6-8 weeks ago what is needed to progress the project.</p> <p>JBr noted that the maps are ready for submission and that he has ordered planters to secure them as shipments are becoming scarce. DN added that he is happy to chase Corp Est. once maps have been submitted, however that he has no control over the process within this team. DN noted that he feels it should not take more than 2 weeks for Corp Est to provide licence agreements for the BID to sign.</p> <p>DN added that the BID has the licence agreements for the GroundWork Wales (GWW) raised beds project and that it makes sense for the BID to sign these also so that the BID is ready to act upon any future raised beds projects, or that he can liaise with Corp Est. to see if the licence agreements can be adjusted to accommodate planters rather than raised beds. DP explained to observers that the GWW project could not go ahead as the licence agreements that were requested from the council in Jan 2021 were not provided until the end of March 2021 which was when the GWW funding application and project completion deadline was.</p> <p>JBr noted we will ask for approval on the private land locations at Tesco, McDonalds, Lild and National Court and we will submit the plan to RCTCBC in relation to the planters' locations in the town centre.</p> <p>LW asked if the 2021-22 bill would have to be paid December 2021 regardless of whether the levy bills are sent out in July. DN explained the levy collection process, however that no warning follow-up letters will be sent out until after 1 Dec 2021. JBr noted that levy members will only see that a bill has been sent to them rather than the date it needs to be paid. DN responded in that this is the agreed billing process as with all other BIDs. A discussion took place regarding JBr's phone call with Matthew Phillips that took place approximately 3 months ago and that Matthew Phillips agreed with JBr that levy bills need to be delayed as we have not delivered put planters out or brightened up empty units. DN noted that the BID has made lots of progress as he receives the email newsletters that DP sends out. DN stated that he cannot accept that the council is at fault for the delay of the look & feel projects. JBr noted that he accepts what DN says, however does not agree.</p> <p>It was agreed that JBr will await a response from Matthew Phillips' deputy. DP noted that the accompanying levy bill letter will still need to be drafted in line with the council's timetable provided to the BID as it is important that we don't miss the opportunity to provide levy members with an explanation as to why they are being sent another levy bill.</p> <p>ACTION: DP/JBr to draft 2021-22 levy bill accompanying letter</p>	DP/ JBr



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6.	<p>Wales Cooperative Centre (WCC) & Our Aberdare BID - Community Renewal Fund (CRF) partnership application:</p> <p>6.1 CRF application status: DP confirmed that our CRF application was shortlisted by RCTCBC and it is now in the hands of UK government.</p> <p>6.2 WCC partners update: DP noted that she and JBr are meeting with WCC and Purple Shoots Thurs 1 Jul 2021 ahead of any CRF application decision made by UK government.</p>	
7.	<p>Projects progress:</p> <p>7.1 Look & Feel PyC funded projects: DP noted that as mentioned in item 5. Levy income, we have reviewed our planters plan/map and will be asking Baguette Express and Grey Trees for approval to site 3 planters in the National Court area in accordance with PyC funding conditions. Also, Tesco, McDonalds and Lidl. DP continued by noting that approval from the council has also been requested to re-plant in the fixed existing planters at Duke Street car park and opposite 'Troopers' in Victoria Square.</p> <p>7.2 Info & Comms 'hub': DP noted that this project is in line with WCC CRF partnership application.</p> <p>7.3 Look & Feel - signs: JBr stated that we need DN's help to progress with this since our meeting with him and Simon Gale, 7 May 2021. DN confirmed he has asked Highways if Dylan Kelleher can meet face to face with DP/JBr to determine what legislation requires. ACTION: DN to update DP on when Dylan Kelleher in RCTCBC Highways is available to meet to progress the Look & Feel signs project.</p> <p>7.4 Look & Feel – empty units 'Correx' boards: DP noted that she is in communication with several property agents/owners/managers to gain permission to access properties to put up 'Correx' boards in empty units in Commercial Street, Cardiff Road and Victoria Square; Emmaus, Profile, Compton House, Centric. DP added that she has also spoken to local printers to arrange a time for measuring up and that turnaround should be a week to print then fit.</p> <p>A discussion took place regarding tourism and increasing footfall. MB noted that tourism is not going to help his business and asked if any planters will be placed in Market Street. JB noted that the initial walk round to place planters that original plan was to place 9 planters for Canon Street and 12 for Market Street. JBr noted that the whole intention of the BID is to improve the town. JB added at ABTA meetings that they had to seek approval for permissions in relation to Market Street and the market. LW noted the town centre has limited attraction for some shoppers and that improving the town attracts more business and therefore puts more money into town and that increases footfall, whether attracting local shoppers or tourists. JBr added that the stronger we are as a whole town, by increasing everyone else's business it creates foundations for the future. JBr added that this is our big chance to put these foundations in to be able to run our businesses for another 10 or 20 years. DN noted that he has been involved in BIDs for over 5 years in Pontypridd and Treorchy and that the overall aim for BIDs is to improve their town for everyone's benefit. DN added that business owners and levy members need to accept that some projects will benefit some businesses/levy members more than others, however that overall it's for the benefit of the whole town. TM noted Narberth and Llandeilo as examples of leisure destination where people visit just to walk around and use their coffee shops, cafes and independent shops. TM added that Our Aberdare BID's feasibility study showed that many locals shop outside of Aberdare and that Aberdare is actually the wealthiest town in the area.</p>	DN



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7.	<p>Projects progress cont.:</p> <p>7.4 Look & Feel – empty units ‘Correx’ boards, cont: MA noted that tourism and local shoppers do nothing for his business, however that he still wants to be involved the BID. MA added that he initially joined the board out of scepticism and wanted to be a disrupter, however the reality is that he could see the benefit to the town as he wants to be able to shop in Aberdare rather than elsewhere. MA stated that the more we can get more people into town, the more businesses will set up in town and increase local choice.</p> <p>7.5 Look & Feel – empty units - art installation: DP explained that a great deal of work has been carried out by Linda Agostini (artist), Wendy Donovan (photographer) and others to create an art installation to capture the culture, heritage and links to our twin towns, Montélimar and Ravensburg. DP added that we can promote the art installation as an event and a place for people to visit which further strengthens our ability to promote Aberdare to both shoppers and tourists as part of our social media plan.</p> <p>7.6 Marketing & Events – training workshops: DP noted that Sgor can provide digital training workshops for Aug/Sept in line with our project plan. The workshops are tailored to Aberdare’s small businesses to really help business owners to promote their products and services. DP added that Sgor work with regularly with local businesses and have just moved from Whitcombe Street to Commercial Street next to Ballooney. DP continues to obtain further quotes.</p> <p>7.7 Marketing & Events – loyalty scheme: DP explained that we unfortunately missed out on taking part in ‘Fiver Fest’ owing to the short time scale. However, after our recent project theme group meeting with DP, HD and MA, we agreed that we can put on our own event. DP added that this has been communicated in our last email newsletter and that she and kind volunteer, Ann Hyett will be doing a walk round to levy members to gain interest for the event.</p> <p>7.8 Marketing & Events – Event regulations & Covid restrictions: DP noted that she had a phone conversation with Ian Woodland (Emergency Planning Officer – RCTCBC) in relation to our planned Winter/Christmas event and a celebration to mark the 150th anniversary of Caradog’s choral cup win at Crystal Palace. DP added that Ian Woodland’s message is to decide ‘where and what’ and work from there. DP noted that large events need monthly/weekly meetings with relevant RCTCBC representatives to ensure they are managed effectively.</p> <p>7.9 Marketing & Events – Caradog 150th celebration 2022: DP explained that she met with Dave Manning & Ian Blake (Cwmdare voices), Tom Bateman (Comms Officer to Beth Winter, MP), Andrew Chainey (Tantrwm Digital Media) all of who are interested parties to help organise a celebration of Caradog’s choral win at Crystal Palace in 1872. DP added that it was agreed at the meeting that a dedicated event manager would be needed to make the event exemplar and so DP approached Pen y Cymoedd (PyC) in the first instance to see if this is a role they would be able to fund. DP added that PyC would need to see longevity in the role to which DP noted that this could become an annual event and potentially a competition for schools.</p>	



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7.	<p>Projects progress cont.:</p> <p>7.10 Marketing & Events – clean up events: JBr noted that on a recent walk to Dare Valley Country Park he was appalled at the amount of litter on the pathways and river banks and suggested we carry out a series of litter picks. DP added that she made contact with Mike Olson (March 2021) who runs Facebook page Cleanup Aberdare (https://www.facebook.com/cleanupaberdare) to see if we could collaborate on litter picking. DP added that it makes sense to promote BID litter picks on the Cleanup Aberdare Facebook page as it has a good following. JBr noted that we will need to consider health and safety. DP asked DN if he is aware of any H&S requirements to which DN noted he could find out. DP noted that she has been on DVCP litter picks where Councillor Ann Crimmings is often involved and it was agreed that DP will ask Ann Crimmings about H&S. JBr suggested we could run different litter pick events for the different areas in town such as; river, town, residential streets.</p> <p>ACTION: DP to ask Councillor Ann Crimmings about H&S requirements for litter pick events.</p> <p>7.11 Marketing Strategy: DP introduced HD and explained that HD provided our marketing strategy and is a great source of advice and is ensuring that we are getting our messages and promotions across in line with our projects aims. JBr thanked HD for her hard work to date.</p> <p>7.12 Marketing - Flyers: DP explained that HD has taken the lead on getting our flyers organised. HD added that local printer Mattys Vinyls in the market has provided the artwork and a draft of the flyers should be available by the end of this week for approval. DP added that a link to the Our Aberdare website business directory will be included in the flyer and so it is important that levy members sign up for their business to be added to the list. DP added that 10k flyers will be distributed locally and at attractions such as Cynon Valley Museum, hopefully Zip World, etc, leaflet drop companies being contacted for potential delivery dates</p> <p>7.13 Marketing – free advertising through Trivallis: DP noted that HD is also kindly volunteering to liaise with Trivallis’ comms team for us to have free advertising space in their residents magazine which further promotes Aberdare town to potential shoppers. HD added that once the flyer draft is ready, we can submit that to Trivallis so that the content matches and we can also then use this on social media.</p> <p>7.14 Information & Communication: DP noted that she continues to update the funding and business support information PDF on the website for inclusion in our email newsletter and social media. JBr noted that these will be circulated at least 1 per month.</p> <p>7.15 Info & Comms: RCTCBC Safety Ambassadors: DP noted that RCTCBC’s safety ambassadors are regularly visiting licensed premises for a 3 month period and has been running for over 7 weeks.</p>	DP



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8.	<p>RCTCBC car parking changes:</p> <p>8.1 Car parking and footfall: DP noted that as communicated in a recent email newsletter, Vikki Howells, MS is planning on raising the issue of supermarket free parking vs town paid parking.</p> <p>8.2 Car parking provision for business owners: DP added that a further letter of objection/petition is to be drafted to bring the public with us on our objection. JBr noted that the BID needs car park presence to obtain signatures and that in addition we obtain support from Aberdare Business Tourism Association (ABTA), Aberdare Rotary, etc. JBr added that he feels 4 hours free parking is sufficient and then people should be fined. JBr also suggested that business owners and workers use the Gadlys Pit car park for free and that the general public use other car parks. GW noted that the restrictions zone in Commercial Street of only being able to load before 11:00 and after 17:00 which greatly affects his delivery business.</p> <p>ACTION: DP to discuss Commercial Street restricted loading zone before 11:00 and after 17:00 at her next update with Vikki Howells, MS</p> <p>ACTION: DP to draft car parking objection petition letter</p> <p>8.3 Car parking restrictions for business owners: GW stated that he felt what the BID is trying to achieve is pointless until rates and rent are reduced. JBr stated that rates and rent are out of the control of the BID and that we have to try to improve what we can outside of this. DP added that she has previously circulated UK government consultation and survey information for business owners to complete in line with Parliament's 'Setting decapitalisation rates for Wales for the Non-Domestic Rates Revaluation 2023' (https://gov.wales/consultation-setting-decapitalisation-rates-wales-non-domestic-rates-revaluation-2023-html) and that it is important for business owners to have their say. GW added that no businesses are taking up empty units. DP stated that Sgor has moved from Whitcombe Street to Commercial Street next door to Balloonery, Candy Hut to Cardiff Street and in July, That Coco Company to Cardiff Street.</p>	
9.	<p>RCTCBC update – project management:</p> <p>9.1 RCTCBC update – Footfall data: DN explained that the council's current footfall data existing contract with their provider ends 2023. DN added that the council are looking beyond this contract end that WG have made some devices (CISCO) available to which he has requested. If successful DN explained that this will enable us to put them up in Aberdare to run alongside existing footfall devices as a benchmarking exercise. DN further explained that he has chosen Aberdare as the only town to run this. JBr thanks DN and asked if we can have access to the data to which DN responded that he doesn't know at this stage. JBr noted that if the BID can be involved we can measure if we what we are doing is making a difference and also avoids the BID being critical of the data.</p> <p>9.2 RCTCBC update – Land opposite Peppers: DN noted waste land opposite Peppers as it is under different ownership and the council are working with the new owner who is making good progress and that any obstacles encountered to let him know so he can improve the look.</p>	



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9.	<p>RCTCBC update – project management, cont.:</p> <p>9.3 RCTCBC update - Maintenance of covered walkways: DN has asked for both covered walkway arches to be repainted. JBr noted that the walkway to the market with the broken has been covered with ply wood, however noted that the window needs to be replaced.</p> <p>9.4 ACTION: DN to liaise with relevant team within RCTCBC to investigate if broken window in the covered walkway to the market can be replaced and the current ply boarding removed.</p> <p>9.5 RCTCBC update - Presentation and maintenance of 'shop fronts': A discussion took place regarding some properties that are in bad repair. DP noted that AB confirmed that the council will an enforcement focus to ensure property owners keep their properties in good repair. DN noted examples of where the council purchase units either on a commercial basis or compulsory purchase to redevelop. DN added the new rules for RCTCBC in relation to absent landlords which will help local authorities to target these types of buildings and utilise a range of powers.</p> <p>JBr noted that the BID will want to work with RCTCBC to ensure that relationships continue to build and we target properties that are a priority. DP added that she has started to build relationships with agents, landlords and property managers and so it is vital to work together on this to ensure relationships continue to build.</p> <p>9.6 RCTCBC update - Wall at end of Commercial Street: DN noted he has secured funding of a few thousand pounds for this project and wants to work with the BID on this. DN added that he and AB had previously communicated with the council and Gamebox to potentially engage with the young people that use Gamebox for ideas for the mural. DP added that Ricky at Gamebox had forwarded AB's email to DP whereby AB contacted the property owner to confirm that RCTCBC will fund the project.</p> <p>DN noted Tee2Sugars' work across RCT. A discussion took place as to the appropriateness of graffiti art to which LW noted that it is not traditional graffiti, however in the style of graffiti as a mural. JBr added that the mural just needs to invite people to the town.</p> <p>ACTION: DP to engage with local artists, college, schools, etc to come up with ideas for a mural on the wall at the end of Commercial Street.</p> <p>9.7 RCTCBC update – Bridge removal: DN noted pending works of the removal of the bridge at the bottom of Commercial Street and gave an overview of where the new crossing will be. DN added that the removal will take place by the end of the 2021-22 financial year.</p>	<p>DN</p> <p>DP</p>



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9.	<p>RCTCBC update – project management, cont.:</p> <p>9.8 RCTCBC update – Replacement benches: DN explained that he is mindful that many benches in Market St and Commercial Street were removed during the pandemic and there is now a need to replace them as some of the existing benches are not in good repair. DN continued by noting 19 benches had been identified (not including Commercial Street as they are a different type of bench with ornate decoration/wording ‘Queen of the Valleys’) that need to be replaced with modern, lower maintenance benches. DN explained that two benches in Treorchy previously had the ‘Visit Treorchy’ brand on a plaque on each side of each bench which was well received and so this is an opportunity for the Our Aberdare BID logo placed on the new benches. JBr asked what the cost will be to which DN explained that the benches are approximately £500 each and estimates the plaques costing £50 per bench (19 x £50 = £950). JBr thanked DN for the opportunity and feels that this is a worthwhile project and that we will confirm if our budget can accommodate.</p> <p>JB left the meeting at 12:00 as previously agreed.</p> <p>ACTION: DP/JBr to review budget and confirm to DN if the BID can contribute to Our Aberdare BID plaques being placed on replacement benches in Market Street.</p>	JBr/ DP
10.	<p>BID support & relationship building – update:</p> <p>10.1 General support: DP noted that she continues to receive general support and has also received several enquiries from business owners asking how they become a levy member and also received an offer of monetary donation from a community member.</p> <p>10.2 BID Levy Member voluntary sign up: DP explained that most BIDs implement a sign up form with a payment of their set multiplier at the minimum Rateable Value. Therefore, DP asked the board to approve an annual levy membership sign up of 1.5% of £5k (£75). Voluntary contributions to which all agreed.</p> <p>10.3 Cynon Valley Community Vision (CVCV) advisory group: DP noted that she is part of a splinter group of Beth Winter, MP’s CVCV advisory group and as such, the group have proposed an RCTCBC work placement scheme for staff to work at small business to improve relationships and make processes more effective. DP added that Beth Winter is very enthusiastic about the proposal and is keen to carry out a work placement herself. DP explained that the proposal is yet to be discussed with Vikki Howells, MS.</p> <p>10.4 Department for Work & Pensions (DWP) – kickstart scheme: DP noted that the kickstart placements recruitment process of 1 x marketing support and 1 x grant funding support in underway. DP explained to observers at the meeting that the BID is making use of as much additional resource available that does not incur additional costs and that the kickstart scheme means that the BID can also provide 16-24 year olds with skills, experience and some mentorship to help them into the workplace.</p> <p>10.5 Further meetings: DP noted that she has met with/had discussions with; St Elvan’s, Accessible Wales and St John’s Medical practice and is due to meet with NHS Wales/RCT Interlink Cynon Wellbeing Coordinator and yet to meet with South Wales Police.</p> <p>10.6 BID complaints: DP noted no further complaints received, however that a member of the community had spoken to JBr asking why business owners are paying £300+. DP asked if JBr had any contact details so that DP can make contact and explain the positive projects for improvement in Aberdare, however unfortunately no contact details were given.</p>	



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11.	<p>Finance update:</p> <p>11.1.Year End accounts: DP noted that our Year End accounts are finalised and filed.</p> <p>11.2.VAT: JBr gave explanation regarding our VAT bills that will be spread over two different financial years owing to the delay of issuing bills for our levy members. JBr noted a potential VAT bill of £20k, however that we receive VAT from RCTCBC as the council require VAT to be added in our invoices to them.</p> <p>11.3.Screwfix Foundation fund: DP confirmed that unfortunately we were not successful in our funding application of £2-5k owing to the increased amount of applications received by Screwfix this year.</p> <p>11.4.Coalfields Regeneration Community fund: DP noted that she spoke to Business Development Manager, Natalie Sargent who has suggested an overview of our marketing and promotion funding requirements is drafted for inclusion in our expression of interest rather than completing their form which is quite restrictive. DP added that Natalie will then liaise with their head of operations to arrange a strategic meeting.</p> <p>ACTION: DP to draft Coalfields Regeneration Community fund marketing & promotion funding requirements brief for inclusion with our expression of interest for the fund.</p>	DP
12.	<p>Digital marketing update:</p> <p>12.1.Social media awareness and engagement: DP noted the BID's Facebook/Instagram awareness and engagement continues to increase. DP noted that our kind volunteer, Carolyn Walton-Freeman is now actively sharing our levy members' Facebook posts.</p> <p>12.2.Mailchimp email newsletters: DP noted that there has been a slight increase in sign up and opening emails and that the new business directory page on the website has a newsletter sign up button. JBR noted thanks to DP for her efforts in sending regular email newsletters and confirmed to all that these will be sent out at least once a month.</p> <p>12.3.Google form - survey: DP explained that there has been no further surveys completed and that she and volunteer Ann will glean information about our levy members on our walk rounds to promote our loyalty scheme as mentioned in item 7.7.</p> <p>12.4.Business directory: DP explained that she created a new page on the website to include a levy member business directory, as mentioned in items 7.12 and 12.3. DP added that non levy members have also expressed an interest in signing up. DP noted that she will ask levy members if they would like to be added to the directory when doing walk rounds with volunteer Ann.</p> <p>12.5.Social media stats: DP noted that she has not had time to collate the social media stats and that when the marketing support kickstart placement this could form part of their role to monitor and report.</p>	



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13.	<p>AOB:</p> <p>13.1. Health & Safety: JBr asked that board members to note any H&S issues they have within town or businesses so that they can be escalated as appropriate. Other than the broken window mentioned in item 9.3, no other H&S issues were raised.</p> <p>13.2. Climate Change: JBr no climate change issues were raised.</p> <p>13.3. General: All observers left the meeting leaving JBr, MA, LW and TM to discuss the importance of getting the order of planters in place with our supplier, agreeing signage and reporting back to the board.</p> <p>ACTION: DP/JBr to give go ahead for planters to be ordered and agree signage then report back to the board.</p> <p>Date of the next board meeting: It was agreed that the next board meeting takes place Weds 11 August 2021 at 11:00 above Peppers.</p>	DP/JBr

MEETING ACTIONS:

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7.4	ONGOING: DP to obtain feedback from levy members during day to day communication regarding low take up of the RCTCBC Town Centre Maintenance Grant and update AB/DN at project update meetings.	DP
9.2	c/fwd: DP to confirm if Beth Winter, MP questions for Parliament, WG and RCTCBC can be shared with the Our Aberdare BID board.	DP
4.1.1	DP to draft agreement letters for the placement of planters for signing by Tesco, McDonalds, Lidl, Grey Trees and Baguette Express.	DP
4.1.2	LW to liaise with Tesco and McDonalds to obtain planters placement approval.	DP
5.2	DP/JBr to draft 2021-22 levy bill accompanying letter	JBr/DP
7.3.1	DN to update DP on when Dylan Kelleher in RCTCBC Highways is available to meet to progress the Look & Feel signs project.	DN
7.10	DP to ask Councillor Ann Crimmings about H&S requirements for litter pick events.	DP
8.2.1	DP to discuss Commercial Street restricted loading zone before 11:00 and after 17:00 at her next update with Vikki Howells, MS.	DP
8.2.2	DP to draft car parking objection petition letter	DP
9.3	DN to liaise with relevant team within RCTCBC to investigate if broken window in the covered walkway to the market can be replaced and the current ply boarding removed.	DN
9.5	DP to engage with local artists, college, schools, etc to come up with ideas for a mural on the wall at the end of Commercial Street.	DP
9.7	DP/JBr to review budget and confirm to DN if the BID can contribute to Our Aberdare BID plaques being placed on replacement benches in Market Street.	DP/JBr
11.4	DP to draft Coalfields Regeneration Community fund marketing & promotion funding requirements brief for inclusion with our expression of interest for the fund.	DP
13.3	DP/JBr to give go ahead for planters to be ordered and agree signage then report back to the board.	DP/JBr

Date of the next board meeting: **Wednesday 11 Aug 2021 at 11:00**