

Llanelli board meeting minutes

Thursday, 27<sup>th</sup> October, 8am  
10 John Street, Llanelli

**Minutes**

Present

Andrew Stephens	AS	St Elli Centre
Paul Oram	PO	Llanelli Chamber of Commerce
Matthew Harvey	MH	Specsavers
Mandy Jenkins	MJ	BID Manager
Mel Edwards	ME	Llanelli Town Council (observer)

Apologies

John O'Brien	JO	Wilko
Emlyn Dole	ED	Carmarthenshire County Council

Item	Detail	Action
<b>1.0</b>	<b>Welcome and introductions</b> 1.1 AS opened the meeting and welcomed attendees. 1.2 Apologies were given as above.	
<b>2.0</b>	<b>Minutes of the last meeting and matters arising</b> <b>2.1 Board members</b> MJ said she had approached some of the businesses identified at the last board meeting as potential directors. John O'Brien from Wilko had agreed to become a director. <b>2.2 Parking theme group</b> A parking theme group with two businesses had taken place on Tuesday, 24 <sup>th</sup> October. <b>2.3 Landlords/vinyls</b> Only one landlord had agreed to have a vinyl but the theme group had decided to go ahead with the project anyway. <b>2.4 Discovery Centre</b> MJ had approached the Marketing Department at the Council about having a leaflet stand for businesses at the Centre which they were looking into. <b>2.5 Board meeting times</b> 8am seemed to be a better time as more members had been able to attend so the group decided to stick to that time moving forward.	<b>MJ: To approach suggested individuals about joining the board</b>
<b>3.0</b>	<b>Ymlaen Llanelli update</b> <b>3.1 Levy bills</b>	

	<p>The bills had been sent out by CCC on 29<sup>th</sup> September. MJ had received two phone calls as a result of this, one negative call and one business wanting to find out more information.</p> <p><b>3.2 Board members</b> The group discussed other possibilities for MJ to approach.</p> <p><b>3.3 Voluntary contributors</b> MJ said that David Darkin had expressed an interest in being a voluntary contributor to the BID so that he could get more involved in the process and had a lot of ideas to contribute. The group agreed that he become a contributor and suggested £79.50 per annum which would be less than £2 a week. The group asked MJ to check with The means what contributions were in other areas.</p> <p><b>3.4 Financial update</b> MJ presented a financial update and told the group that the invoices for the Wild West event which had taken place on Wednesday, 26<sup>th</sup> had yet to come in.</p>	<p><b>MJ: To ask PW about voluntary contributions in other areas</b></p>
<p><b>4.0</b></p>	<p><b>Themes</b></p> <p><b>4.1 Access and Parking</b> <b>4.1.1 Progress on on-street spaces</b> A walk around took place with John McEvoy and David Darkin on 26<sup>th</sup> October to discuss changes that had already taken place which are: <i>A Roadway between Parc Eynon and Park Street - convert a shared loading bay / taxi bay into a disabled persons parking bay - opposite the Iceland Store Park Street - convert a disabled persons parking bay into a taxi vehicle bay Parc Eynon - introduce a loading / unloading bay (to the rear of the Iceland Store) Parc Eynon - introduce regulated parking controls (to the rear of Tom Peppers P/H, and the Exchange Buildings) Market Street - convert a taxi vehicle bay to a disabled parking bay.</i></p> <p>The possibility of converting other disabled spaces into shop and drop parking spaces was also discussed. No formal request has been made to the Council to convert the spaces. MJ to put this together.</p> <p>The group also discussed the possibility of shop and drop spaces along the dual carriageway in front of the Town Hall and Welsh Government funding for signage.</p> <p>No free parking days have been requested from the Council for 2016/2017 so the BID and Chamber should work collaboratively on this.</p> <p>MJ took part in a signage audit of Coleshill car park with Alison Roberts from Highways on 26<sup>th</sup> October. Although there are two signs on Town Hall Square (one each side of the car park entrance) saying the car park is available on a Saturday and Sunday, neither sign advertises the parking is free. The Council will look into whether the signs can be amended in line with regulations.</p> <p>A theme group meeting took place 5pm on Tuesday, 26<sup>th</sup> October with David Darkin and John O'Brien with some ideas generated about how to better advertise</p>	<p><b>MJ: To put a formal request to CCC to convert the spaces and investigate other signage possibilities for Coleshill at weekends</b></p>

	<p>Coleshill free weekend parking on social media. The group discussed this and decided that additional signage was also needed. MJ to look into this.</p> <p><b>4.2 Marketing</b>  <b>4.2.1 Events</b>  MJ updated the group on the success of the Wild West event which had taken place on Wednesday, 26<sup>th</sup> October 12-3pm with rodeo bull, panning for gold, whipcracking workshops and crossbow challenges. It had been busy in town with positive feedback from those who had attended and most people happy that the event was free.</p> <p>The reindeer parade was booked for Saturday, 3<sup>rd</sup> December at 1pm.</p> <p>PO suggested the BID plan a science and engineering festival to show off some of the industries working in and around Llanelli. The group agreed this would be a good long term project.</p> <p><b>4.2.1 Digital display/mobile charging unit</b>  MJ had spoken to the Council and the market but had been unable to find a suitable location for the unit.</p> <p><b>4.3 Enhancing experience</b>  MJ updated the group on the vinyls project. Only one landlord in town (the old Bon Marche unit) had agreed to help with the project. The theme group had decided to go ahead with it anyway so MJ was in the process of putting it together. The group had also asked MJ to look into the possibility of an antiques market in town. The board suggested MHJ get in touch with Robert Pugh who had an antiques market in Carmarthen and was involved with Llanelly House.</p> <p><b>4.3 Developing strategy</b>  No progress on this theme.</p>	<p><b>MJ: To get in touch with Robert Pugh about a potential antiques market in Llanelli</b></p>
<p><b>5.0</b></p>	<p><b>Updates from outside bodies including the Chamber of Trade / Task Force</b>  AS told the group that the Chamber of Trade AGM had taken place the previous week.</p> <p>A strategic task force meeting was due to take place on 17<sup>th</sup> November with a sub-group on 25<sup>th</sup> November.</p>	
<p><b>6.0</b></p>	<p><b>AOB</b>  The group discussed how they board could be more strategic in nature and evaluate the success of BID initiatives and projects.</p>	
<p><b>10.0</b></p>	<p><b>DONM</b>  Thursday, 8<sup>th</sup> December (8am)</p>	