

# Colne Business Improvement District



Tuesday 22<sup>nd</sup> June 2021

VENUE: The Little Savoy Community Picture House

## AGENDA & MEETING NOTES

Item	Notes
1. Welcome, introduction, apologies. 2. Board Member updates /Changes	Attended by Aneesa McGladdery, Jane Turner, Stuart Wilson, Jo'anne Greenwood, Kevin Mason, Christina Cope, Mark Bateman & Beverly Owen  Apologies: Ash Metcalfe, Norma Tinsley, Sarah Cockburn-Price & Hassan Ditta
3. Minutes /Matters arising from previous meeting	All photography now received, and this will be updated in stages throughout the BIDs term.
4. Grant Updates: ERDF	ERDF Update: No update to report.
5. Funding /Billing/BID Levy Debtors	The next stage (court letters) has been triggered for the remaining levy outstanding for Year 2 and Year 3 bills are due to go out as soon as possible.
6. PRIDE in Colne	Fresh lick of Paint: <b>No update to report.</b>  Town Centre Handyman: <b>It was discussed that the BID would hire a handyman before the pandemic, so this was added to the agenda. The board voted against this as there is a recommended supplier list with plenty of joiners, decorators and handymen for businesses to utilise should they need the service.</b>  Recycling Bins: <b>Keep on the agenda for action</b>  <b>ACTION: Aneesa to liaise with CTC / PBC and check if there are plans for recycling bins and obtain quotes for transparent bins.</b>
7. PROMOTE Colne:	Social Media Update: <b>No update but Lily has visited the town and made videos of some of the businesses and will create a content plan for the next month.</b>  <b>ACTION: Aneesa to update at the next board meeting</b>  Photography Refresh:  <b>All completed</b>

**ACTION: None**

August Bank Holiday Weekend:

LCC have not approved the road closure application yet but did email to ask for a map of the route diversion. As the date is approaching fast it was decided that the water slide could not take place this year and postponed to 2022. Jane advised it would still be a good idea to close the road anyway and put on entertainment and bands for the regular customers. Aneesa to explore this option.

**ACTION: Aneesa to update the board.**

Soapbox Rally:

Event Organisers are visiting Colne on 30<sup>th</sup> June to do a full technical site visit to ensure the town can handle the event. The date discussed is Fathers Day 2022 – so Sunday 19<sup>th</sup> June 2022. A good day to host this as shops can decide whether they wish to trade, enter the rally, or simply enjoy the event.

**ACTION: Aneesa to report back to the board once the site visit has taken place.**

Christmas Shopping Guide 2021:

Aneesa present 2 options for costs for a physical shopping guide, one option was a pull out 12 page magazine in Colne Life, Craven Herald Life and Burnley Life and another was to have them printed and distributed ourselves. Both of these options were in the £5k-£6k bracket and the board felt this was an expensive option. Aneesa proposed that we have one designed and hosted online on the Come to Colne website and create social media content based on the content in the guide. Jane Turner suggested a 'whats on guide'/Come to Colne Highlights and info-flyer instead, to give out to local campsites for their leaflet displays as currently there are no published leaflets/guide for Colne.

**ACTION: Aneesa to explore these options and present back to the board.**

Hallowe'en Creepy Bar Crawl:

No update

**ACTION: Present back at next meeting**

Markets:

There are 5 dates now in for the markets – 28<sup>th</sup> August, 25<sup>th</sup> September, 23<sup>rd</sup> October, 20<sup>th</sup> November and 11<sup>th</sup> December. Currently 7 stall holders – Aneesa requested for the board to spread the word for street entertainment and bands etc. not just for the market but throughout the school holidays too.

**ACTION: Aneesa to promote and explore entertainment options.**

	<p>Light Festival:  <b>Currently waiting for quotes to come through for handmade parade for the light structures. UK Media are also looking to organise a site visit to check the buildings to project onto.</b></p> <p><b>ACTION: Aneesa to update the board accordingly.</b></p> <p>Map/Car Parking:  <b>Map is work in progress.</b></p> <p><b>ACTION: Aneesa to update at next meeting</b></p>
<p><b>8. PROTECT Colne:</b></p>	<p>CCTV Update:  <b>Installation date to be confirmed but a window of early July has been provided.</b></p> <p><b>ACTION: Aneesa to provide updates.</b></p> <p>Shopwatch:  <b>Beverly opened with this stating that the uptake has been very slow for this and she was surprised it hasn't been doing better. Aneesa explained that the first meeting wasn't as busy as originally hoped for, perhaps as this was out of work time. Aneesa has stated that she will work with the police to push this again and get more on board for the next meeting</b></p> <p><b>ACTION: Aneesa to organise the next meeting with the police.</b></p> <p>CPR training:  <b>CTC had 7 places available on their first aid training and these were offered to the businesses with the BID funding the spaces. The spaces are all gone, and it was discussed that CPR should take place next. Kevin advised that there is some free online CPR training via Lancashire Adult Learning and gauge how this goes.</b></p> <p><b>ACTION: Aneesa to send the link out to the businesses via the private group and the next newsletter. The map with Defib locations to be created next too.</b></p>
<p><b>9. PARTNERSHIP in Colne:</b></p>	<p>Christmas Do:  <b>No update</b></p> <p><b>ACTION: Keep on agenda to be updated at the next meeting.</b></p> <p>Networking:  <b>Aneesa shared the best practice from Bradford BID – 'Brews with the BID' and keep the term networking out of the name as this can be off putting. Mark noted that the 8am meet at About Coffee was successful and was enjoyed by many as a quick catch up before work. It was agreed for a survey monkey to go out in readiness for a meeting in September.</b></p> <p><b>ACTION: Aneesa to source a venue and gain feedback on timings.</b></p>

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**10. AOB:**

Re- Ballot: Aneesa to discuss with Sarah regarding actions and what we need to do in preparation

Picrights – usage of Aldi image: it was felt by the board this is a potential scam. Nicola explained that as we were using it to promote an Aldi store it should not be an issue. Nicola also advised she would seek legal advice about this with one of the solicitors in town.

Billing update: Year 3 invoices to be distributed with a letter from the BID to wrap up Year 3 activities and the next stage of the process for the debt collection of Year 1 & 2 to be advised by Hassan.

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