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| **Colne Business Improvement District**  Tuesday 9th February 2021 5.30pm  VENUE: Remote Meeting Via ZOOM |  |

**AGENDA & MEETING NOTES**

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| **Item** | **Notes** |
| 1. **Welcome, introduction, apologies.** 2. **Board Member updates /Changes** | **Attended by Aneesa McGladdery, Jane Turner, Ash Metcalfe, Stuart Wilson, Jo’anne Greenwood, David Clegg, Kevin Mason, Nicola Holding, Sarah Cockburn-Price**  **Apologies: Christina Cope, Hassan Ditta, Mark Bateman** |
| 1. **Minutes /Matters arising from previous meeting** | Minutes of last meeting /matters arising.  **NA** |
| 1. **Grant Updates: ERDF** | Totems have been quoted for and sent to PBC. Approval in principle has been given for both Hartley Square and the train station car park. We now need approval from PBC for the grant to order. |
| 1. **Funding /Billing/BID Levy Debtors** | Brief update on current Colne BID finances, BID levy income, collection rates, VAT Submission.  Currently circa £18k outstanding since the last meeting so more levy payments are coming in.  **ACTION: Aneesa has drafted a letter to go out with the 3rd reminder which is signed off from the BID which will also detail what we have been doing and what our future plans are.** |
| 1. **PRIDE in Colne**   **Fresh LOP**  **Colne Clean Up**  **Colne In Bloom** | Fresh lick of Paint:  **3 applications approved for Albert Road Dental, West Riding Hyundai and Duke of Lancaster. We have had lots of enquiries and awaiting more applications.**  Colne Clean up:  **Aneesa gave prices for steam cleaning and chewing gum removal from unique Clean at £600+VAT per shift vs the Bradford firm at £850+VAT. It would take 15 shifts to complete from Hartley Square to Funky Gifts on both sides of the street. Agreed to get prices for Skipton Road and Hartley square and look at power washing vs steam cleaning.**  **ACTION: Aneesa to sort with Unique**  Colne in Bloom:  **Discussed paying for hanging baskets in areas that currently don’t get one i.e. Skipton road. After vesting a couple of businesses on this stretch Aneesa feedback that they feel left out and don’t feel that they get anything from the BID – this is a priority area. Jo’anne also presented the idea of herb gardens but there are 2 in existence – 1 next door to Tubbs in the bed frame. More publicity about this is required. Cllr David Clegg advised that flowers have been bought for the planters but hanging baskets flowers have not been sourced or purchased yet.**  **ACTION: Aneesa to liaise with Naomi regarding future plans and how the BID can contribute.** |
| 1. **PROMOTE Colne:**   **Virtual High Street**  **Social Media Update**  **Marketing Meeting Ideas / Town Centre App**  **Window Displays** | Virtual high street:  **Aneesa presented the report to the area committee and all were impressed with the outcomes of the project. Aneesa raised that an end would need to be required, as the money granted from Colne Area Committee has now been utilised in the project and come to Colne is seen as a BID member benefit.**  **ACTION: End date given of 31st March. Aneesa to contact Stanley House and olivias as they have had the most usage of the free delivery service.**  Social Media Update:  **Aneesa advised that meet the business owner posts are doing incredibly well and all should encourage the businesses to send their info and an image. Stats are still looking positive and Aneesa explained that her and Chris virtually meet once per week to plan the weeks content and Aneesa shares posts in the stories function. As Chris’ workload has lessened Aneesa will speak with Chris about his work with the BID for the future after the agreed end date of March.**  **ACTION: Aneesa to speak with Chris about future months.**  Marketing Meeting Ideas / Town Centre App:  **Aneesa spoke with the board about the Town centre app. It created a split for and against the app itself. Jane Turner felt a QR Code system may work better which brings up cometocolne.com and all related social media channels.**  **ACTION: Aneesa to retrieve quotes for a QR system vs the app quote at £3500 per year or £9k for 3 years and present back at the next meeting**  Window Displays:  **Only 8 in total so no trail will be created but social media will be supporting this with a ‘guess the book’ competition online.**  **ACTION: NA** |
| 1. **PROTECT Colne:**   **Update from TK Maxx**  **CCTV Update**  **Vehicle Charging Units**  **Recycling Bins** | Update from TK Maxx:  **Aneesa, Stuart, Sarah and Jane presented the update from the TK Maxx meeting. It was explained that Colne BID has pledged £10k per year to the newly formed Colne youth Action Group to support the issues surrounding anti-social behaviour on the North Valley area and other projects detailed below. They were also interested to know if ANPR cameras were something that the BID might look to explore due to the North Valley Road region being a highway for organised crime. This is due to the store being targeted by these amongst other TK Mxx stores across the region. The board were pleased that this has been resolved and TK Maxx are now happy to be more involved in the BID work.**    **ACTION: Aneesa to update at next meeting the status of the ANPR cameras and contact with the car park owner.**  CCTV Update:  **Grantfen have a new salesperson dealing with this so there was some confusion about the location of the camera, which has now been confirmed as Norfolk Street where it meets Dockray Street. There was also some confusion at the price which was negotiated at £9k. It was also discussed that shopwatch would be a good idea as per the meeting with the police that both SCP and Aneesa attended. Shopwatch is a scheme that can help the police build evidence and build a case again criminals in the area and is GDPR compliant. Costs are £20 per year per shop to be part of the scheme, it was discussed that the BID could fund or part fund for the shops. A radio system was also discussed for the businesses but from historic information some businesses were too shy to utilise this.**  **ACTION: Aneesa to confirm this with Dave at Grantfen and report back to the board and gain more info regarding shopwatch and a radio system.**  Vehicle Charging Units:  **Aneesa presented the email response from Neil Yates regarding the car parks vehicle charging units and the issues around advancements of technology and the maintenance of them. SCP advised that it would be a good idea to keep an eye on the movement of this and stay in the loop with car park activity for the future. Ash Metcalfe has vehicle charging units in the car park and has agreed to look at what Sainsburys have done for them and the technology used etc.**  **ACTION: Ash to investigate charging points from Sainsburys and Aneesa to organise a call with Lee Duerden at XLCR regarding his knowledge on the subject of electric cars.**  Recycling Bins:  **Recycling bins have been on the agenda for a while and this needs to be explored to have recycling bins placed throughout the town.**  **ACTION: Aneesa to liaise with CTC / PBC and check if there are plans for recycling bins** |
| 1. **PARTNERSHIP in Colne:**   **Facebook Group and Virtual Q&As**  **AGM**  **Christmas Do/Colne BID Awards**  **Supplier List/Directory Update**  **Associate membership** | Facebook group /Q&A:  **Next Q&A is 11th Feb at 6m, not many registrants are on this. Aneesa asked the board to push out to as many businesses as possible. Facebook group is in situ and is performing well. There is still more work to do and more from the North Valley Region that need to be added to the group.**  **ACTION: Push for Q&A and keep adding to the facebook group**.  AGM:  **Scheduled in for 23rd February, all to attend and push for invitees**  **ACTION: Communicate with businesses to gain more numbers to the AGM.**  Christmas Do:  **Aneesa presented the idea of hosting a Christmas do for the businesses and holding an awards ceremony and olook at doing this in aid of the hospice. All agreed a good idea and both Jane Turner and Kevin Mason agreed that a date in Jan 2022 would be best.**  **ACTION: Keep on agenda to be actioned at a later date.**  Supplier List:  **This is now live and all Fresh LOP services are all detailed on here.**  **ACTION: Aneesa to continue to add to both service directory and shopping directory.**  Associate membership:  **It was felt by all that the associate membership can now be launched and some of the bigger stores that we have in Colne should be approached to join. Jo’anne asked about the boundary and if this can be changed, SCP advised that it depends on who we onboard with associate membership and it can be done at the when the lobbying for the next 5 year term begins.**  **ACTION: Aneesa to liaise with SCP to start approaching bigger businesses in Colne** |
| 1. **AOB:** | DC advised that the decision on the blues event taking place will be confirmed at the area committee meeting in March.  SCP provided an update on CYAG, bank account is pending and a site visit to the community centre on Byron road will take place with a surveyor from Barnfield. |