

Attendees: Simon Craig (Chair), Jeff Dandy, Owain Miln, Stephen Metcalfe, Jonathon Hartley, Thomas Burrow, Rob Dunphy, Zoe Guest, Phil Collier

Apologies: Paula Moore, Phillip Heath, Sandra Collings, Bill Johnson, Phil Huck, Keith Johnson, David McKendry, Alison Meadows.

2.Minutes of previous meeting

The minutes were agreed and accepted Proposer: Thomas Burrows, Seconded: Zoe Guest

3.Financial review – Stephen Metcalfe

Meeting with Liberata (also present were Simon, Jeff and Phil Collier) to discuss system set up. Liberata not ready to send bills out as system needed to be put into place.

Bills now due to go out mid-October hopefully maybe, but possibly a little later.

(Stephen offered short term loan to cover any expenses until collection costs agreed and money starts to come in).

It was agreed at meeting that payments would be one lump sum and not instalments as was first thought. This in itself would bring the costs down and the council will re-evaluate them and let us know. The council said set up costs would be taken from the residual fund and so the BID would not have to make this payment to Liberata in the first year.

Overall it was agreed by those present that it was positive and that the council were trying their best to help the BID.

Stephen reported that he has been unable to open a bank account as not all directors filled in forms, we need account asap as forms only good for 30 days and BID needs it to operate.

Rob Dunphy volunteered to see Sandra with regards to returning form.

The company's registered address will be that of the accountant and he will be registering for VAT.

4. BID Manager official introduction

Phil Collier was introduced as the BID manager and was welcomed by all present.

He said that the board could contact him through his business email and would set up a BID manager email on the official site for other people that needed to contact him.

Also mentioned that it would be beneficial to have contact details of the board members.

Simon to distribute a list for the board to fill in and then distribute the completed list so all members have other contact details.

5.Strategy group.

Simon mentioned that the original financial estimates and plans were 'woolly' and a strategy group should be created to formulate a more detailed business plan including financial calculations and plan of action.

The proposal was to pick members from the original steering group as they were more up to speed on the BID and the way to go. It was also agreed that someone from outside the steering group should be on it to give another perspective.

Group agreed on: Simon Craig, Phil Collier, Stephen Metcalfe, Jeff Dandy, David McKendry and Rob Dunphy.

Members to organise meeting asap to get things moving forward.

6.Christmas lights

Agreed that the BID would struggle to justify the cost for The Bay to produce a show for the switch on.

After discussion it was decided that it would not be feasible to produce anything else of a sufficient quality to represent the town and businesses in the time allowed and as such we should inform the council that we would not be involved this year.

It was decided that a Christmas strategy group would be formed in January to plan the Christmas period for next year.

Suggestions included Laser projection, primary school involvement (nativity procession etc.)

[Simon to e-mail Phil Huck with the board's decision regarding this year.](#)

7. Car parking-update

After further examination Phil Huck discovered that the 'free after three' promotion would cost the council @£35,000 in lost revenue. He was going back to the revenue committee with new parameters, Where he is going to propose 'free after three' initiative in the Portland Walk and Whitaker Street car parks initially so would not cost the BID anything in subsidy.

It was discussed whether this would be good and Simon volunteered footfall information from M & S to see when people were more likely to visit the town centre.

8.Shopjacket-update

3 shop fronts had been chosen for 3D shop jackets, Savers, Warren James and Greenwoods.

The money for this is not BID money but is the residual fund from BBC's Shop Front Grant scheme. Tom told the group that Greenwoods could soon be rented out as someone had been looking at it. If this is proven to be correct, it was decided to explore another shop front.

It is hoped that with the jackets and trying to get the landlords involved then the state of some of the properties will improve and look more inviting for new business to potentially occupy and this is part of an overall strategic plan for the BID to achieve its objective to fill empty premises.

Discussion took place as to the viability of shop jackets and an observation was made that they could make looking around the properties a bit more difficult due to cutting out of natural light.

Simon also reported that, in addition to this money, there were still funds set aside for Shop Front Grants for existing retail businesses. The council had discussed this with the BID and it was agreed that the

BID manage the remaining applications for shop front grants with a 5% commission paid for this service in to the BID account.

Need to clarify if Greenwoods is going to be rented and if so which other shopfront would benefit.

9. BID manager-update, initial thoughts and HSS review

Phil stated the need to gather more members to the BID asked if the current members could try and gather more.

Phil suggested the need to get Barrow BID specific Website, Facebook, Twitter accounts and not rely on the generic BID site in the mid/long term.

The Mott McDonald Traffic Movement and Car Parking Report in Barrow was introduced and the possibility of getting a Mott McDonald person to give a presentation to the BID to talk us through it was discussed. Phil said there were some 60 possible projects looked at by Mott McDonald and that they had narrowed these down to a key (in their opinion) priority list of 18 projects, but at a capital cost of £1.9m.

Among some of the proposals it highlights the need for better structure, signposting and the proposal of bringing traffic into Barrow via Abbey Road and not all through the bypass. Phil said he was trying to arrange another Joint Working Group meeting for this to be discussed further.

Phil said he thought that, in these early stages, meeting other BIDs to understand the pitfalls they found so as not to repeat them ourselves (hopefully anyway). He will set up meetings with Lancaster, Kendal and Ulverston BIDs during our early months. Phil also discussed other possible funding options available to tap into and establishing BID partners to share in the development of Barrow town centre and as a whole.

He was hoping to establish meetings with companies that have expressed an interest and finding out ways they can help.

The Healthy High Street Initiative - Phil expressed concern that, whilst it is great to have HHS running in parallel with the BID, it is essential that the BID is the driver of town centre initiatives. He came away from the HHS meeting feeling that Bali (HSS) was 'taking

the lead'. This cannot be the case.

10.A.O.B.

Need access to enable admin on the BID website, at the moment only Chris Kolek has this. Again said that we need our own website with e-mail addresses for the main Players i.e. Phil, Stephen, Simon, Jeff.

Need a new, more contemporary logo to replace old one to make it more relevant.

Decide that for the time being meetings will be held on the 2nd Tuesday of the month at 5.30pm times subject to change if needed.

The next meeting will be held

Tuesday 11th October

Venue: The Forum