

Penrith Business Improvement District Board Meeting Meeting Minutes

Date: Wednesday 17th July 2019
Time: 5.30pm
Location: 4Eden, Duke Street, Penrith

Attendees

Dan Harding (Vice Chair)	DH	Charlie Shepherd	CS
Jamie Redman	JR	Simon Whalley (Vice Chair)	SW
		Philippa Ball (recording)	PB

1. Apologies

Darren Broad (Chair)
 Stephen Clarke
 Carol Grey (PTC Representative)
 Heidi Marshall (available via What's App for decision making)
 David Whipp
 Scott Jackson (PTC Representative)

2. Matters arising

Please refer to the board pack for updated matters arising from the last meeting.

- 2.1. Safety and Crime – to be postponed until August board meeting.
- 2.2. Penrith Events Co-Ordinator - to be discussed at the next meeting.

PB noted training bookings have been taken via Eventbrite.

3. Chairman's report – DB on annual leave and so no report this month.

4. Treasurers Report

PB referred the directors to the Profit and Loss report. The BID bank account is low on funds. At present BID are pending a transfer of funds from EDC for levy payments.

- At the next meeting directors to discuss bad debtors for levy

5. Project Updates

5.1. Greening

Please refer to Board Pack for full details.

The trees in wooden planters are now too large to maintain. They will be removed and replanted into a permanent home over winter. Replacements are being investigated at present.

The same planters need maintenance – at the moment they only receive watering and no further attention. Whilst the annuals used in the baskets are in place for a short period of time and hence do not need maintenance, the plants in the wooden planters are perennials and hence need attention throughout the year. Phill Eyles and Robert Smigel to be given first refusal to complete this work.

5.2. Christmas

DH has made a grant application to Greggs for funding towards Christmas. Donation packs for Businesses to sponsor Christmas have now been completed and will be delivered by hand by Foundry 34 staff.

Rotary are not making an application to PTC for funds to support Christmas but are open to a request for funds to support the Christmas programme and also to provide some people on the day.

Action: PB to send letter of request to Rotary asking for funding.

We are still looking for a personality for the 'switch on'.

Action: Directors to let PB know of any local personalities for switch on event.

Yvonne Wells EDC may know some contracts.

Action: PB also ask Tattie Tim to keep his eye out for celebrities

6. Funding requests

None

Tea in the Park too place last weekend. Feedback from event:

Businesses which were open were busy. One business reported a 20% increase on sales.

PTC are keen to encourage more events in the town. Funding would be the major issue for this.

7. A.O.B.

7.1. Insurance level required for contractors (PB)

PB noted that the SLA has been drawn up for contractors and thanked CS for his assistance. PB has asked for confirmation of requirement from our insurer, Morton Michel. Once this has been received an email will be sent to Directors asking for their vote on the minimum level of cover required for contractors.

Action: PB to email directors with update and request feedback.

7.2. Penrith Pound Vouchers

We have had a request for Penrith Pound vouchers. The meeting discussed if these should still be refunded, over 12 months after the scheme was stopped. Directors voted 4 to 1 to not refund the vouchers.

Action: PB to respond to business to explain the scheme has been discontinued and can no longer be refunded.

Action: Next newsletter to ask for Penrith Pound and Penrith Wifi stickers to be taken out of windows Sainsburys

7.3. Feedback from New Squares

JR fed back from his recent meetings regarding New Squares let. There are some issues to note which may impact on other potential tenants:

- Tenacity has been required to get through to the estate agents – 6 weeks of calls and communication before a viewing made.
- Landlord is unwilling to make structural changes
- Service charge of £5k (maintenance of roofs and gutters, maintenance to pavements, communal lighting, Christmas decorations, waste management, CCTV)
- From August 2019 there will also be an additional building insurance cost passed on to tenants
- Service charge for one unit has doubled in under 12 months.
- There is a ban on certain types of businesses. Change of use required for other uses.
- Timescales are much slower than in other units in different areas of town, particularly for café units.

Action: Suggested next steps is for DB to speak to JR prior to the next meeting with Sainsburys.

7.4. Movement and Parking Study

CS asked if BID are involved in the Movement and Parking Study. Cumbria, Eden and Town council are putting together a new study. This is being discussed as part of the working party and BID are part of the working party.

Action: BID to ask to be involved in the Movement and Parking Study. Suggestion that CS is the BID representative. PB to email Carol and check if there is a conflict of interest.

The meeting was adjourned at 6:43pm by Simon Whalley

Minutes submitted by: Philippa Ball, Penrith BID Administrator / Manager

Approved by: Simon Whalley

Signature: