

Experience Milngavie (Business Improvement District)

Steering Group Meeting

Cross Keys

6.00pm- 8.00pm - 16<sup>th</sup> Feb 2011

**Action Points**

Attendees: I Lavrie, N Cunningham, A Arnott, W Ross, R Miller, PC A Moore, PC K Deans, M Evans, S Frize and G Brown.

Apologies: Cllr B Hendry, S Bruce, S McKenzie and C Kinsey.

- Newsletter:
  - The Newsletter was handed out to the Steering Group and will be distributed next week as follows:
    - Door to door by the Steering Group.
      - Action – Steering Group.
    - By post to the key contacts. A list of new national contacts has been added to the list by GB.
      - Action – SB
    - In addition a letter of invite to the Business Forum is to be included with the posted version of the Newsletter.
      - Action – GB
    - Postal copies of the Newsletter have to be sent to Suzanne Burns.
      - Action - IL
- Business Plan:
  - The Business Proposal was discussed and a number of key items agreed:
    - A survey of the area will be done to formally assess the percentage of businesses that are in favour of moving to a ballot.

- Action – IL
  - At the meeting it was noted that all attendees were in favour of moving to a vote. Give there were nine businesses present this fulfills the need for 5% or more to be in favour as required by the relevant act.
  - It was agreed that the BID will run for a 5 year period if the ballot is successful.
  - GP's will be exempt from the BID but the car parks and the train station needs to be investigated.
    - Action – GB
  - Clarification is required from EDC on the provision of finance for a BID Manager.
    - Action – SB
  - It was agreed by EDC that the Inward Investment Marketing costs will be covered and can be removed from the Business Plan.
  - The Baseline Services agreement is being worked on by EDC but will include (in addition to other areas) – Public Realm, Support for Tourism/Events, Officer time for Town Centre Mgr, Resource Generation and Inward Investment.
    - Action – SB
  - Following a successful ballot a limited company will be established with an elected board.
- Business Forum:
  - The proposed Business Forum will now take place on the 8<sup>th</sup> of March with the following format:
    - Timing 6.00pm – 8.00pm
      - Intro – IL
      - Overview of BIDs – IDP
      - DVD on Bathgate BID
      - Milngavie Business Plan - GB
      - Q and A.
  - The Fraser Centre has been booked and we need to allow for tea and coffee for 30 people.
    - Action - SB

- Demonstration Event:
  - The 'Demonstration Event' was agreed as 'Writing on the Glass' (although this name may change). In essence schools, authors, writers groups etc will be encouraged to post stories in the windows of the businesses in Milngavie Town Centre. This will be run as competition with an agreed theme and should enhance the planned writing festival.
  
- Website:
  - All details on the website need updated,
    - Action – GB
  
- Any Other Business:
  - The roads department will attend the next meeting to discuss parking and roads.
    - Action – SB
  
  - The community contact for the BID with the police will be Sergeant Donald Leitch.
  
- Date of Next Meeting is Tuesday 22<sup>nd</sup> March at 6.00pm – Cross Keys Inn. Space to be booked.
  - Action - IL