

Experience Milngavie (Business Improvement District)

Steering Group Meeting

Cross Keys

6.00pm- 8.00pm - 22nd Mar 2011

Action Points

Attendees: I Lavrie, A Arnott, W Ross, R Miller, C Kinsey, S Bruce, G McFarlane and G Brown.

Apologies: Cllr B Hendry, N Cunningham, S Frize, M Evans and S McKenzie.

- Minutes of Last Meeting:
 - A survey of the area was carried out to formally assess the percentage of businesses that are in favour of moving to a ballot. This worked out at 17.9% - which exceeds the 5% required.
 - Action – IL
 - Clarification is required from EDC on the provision of finance for a BID Manager. This was discussed and IL will approach EDC re this.
 - Action – IL
 - 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
- Meeting:
- Parking
 - Gail McFarlane from EC attended the meeting to discuss the parking issues in Milngavie Town Centre. She informed the meeting that there was a meeting being held that night to look at ‘de-criminalising’ parking within EDC. If this is approved EDC will, within a year, be in a position to take on Traffic Wardens, ticketing etc. The outcome of the meeting is to be communicated to the Steering Group.
 - Action – GMcF/SB

- Assuming that ‘de-criminalisation’ occurs there were a number of areas that will impact the BID:
 - It may be possible, in the short term, to look at Milngavie Town Centre as being one area for EDC pilot changes.
 - It was agreed that the BID will act as an official consultee for EDC on parking in the area.
 - The research that the BID is required to carry out as part of the Evaluation and Monitoring Framework for the BID will be used by EDC as an indicator of performance.
 - There would be a short term, medium term and long term plan of action by EDC. Given the timelines involved in major changes – i.e. introducing meters, gates, changing parking times (all 18 months to 24 month projects) there were a few short term issues that can be addressed.
 - To properly line the relevant car parks in the area.
 - To supply a plan of action that can be included in the BID Proposal.
 - EDC have already started to look at the various car parks in the area and presented a rough map of how long stay and short stay car parks might be arranged. As a start point the BID felt this was moving in the right direction but a full proposal will be made by EDC in due course.
 - It was agreed that the preferred time slot for short stay car parking would be 4 hours.
 - The cost of longer stay parking was discussed and EDC will look at the options.
- Database:
 - The Steering Group handed in the majority of the details for the database. Along with the Nationals Database this will now be turned into one document.
 - Action – SB
 - In order to verify this database it will be necessary to ‘walk’ the entire area to check all businesses have been included.
 - Action – SB/GB/IL

- Business Proposal:
 - The draft Business Proposal was handed out and ALL steering group members need to feed back any comments by the **8th April**.
 - Action – Steering Group
 - It was agreed to draw up a Job Description for the BID Assistant and circulate for approval.
 - Action – SB/GB/IL
 - The BID area will not include Tesco, Gavin’s Mill or the Kwik Fit and the database being prepared will now act as the agreed BID area.
 - It was agreed that the levy would be set at 3.5% of Non Domestic Rateable Value for the purposes of the Business Proposal and Plan.
 - The operating agreement between EDC and the BID is required by the end of April at the latest.
 - Action - SB
- Ballot:
 - The Business Plan and post-ballot marketing theme will be undertaken by CO2 and they require to be briefed to have draft ideas prepared for the next Steering Group.
 - Action – GB
 - Confirmation that EDC will cover the cost of the ballot is required As soon as possible.
 - Action – SB
 - The returning officer is required to be confirmed.
 - Action – SB
- Demonstration Event:
 - The name for the Demonstration Event has still not been agreed but ‘Reflections’ was rejected. Names have to be submitted by 8th April.
 - Action – Steering Group
 - It was agreed to ask James Higgins about helping out with the event.
 - Action – SB

- Other Business:
 - The consultation process to date needs timelined.
 - Action – IL
 - At the next meeting a Newsletter will be drafted to take to the businesses to update them on progress and to allow the Steering Group to start to ascertain the level of support for the plan.
 - Action – GB
- Date of Next Meeting is Tuesday 19th April at 6.00pm – Cross Keys Inn. Space to be booked.
 - Action - IL