

## Elgin BID Working Group

27<sup>th</sup> June 2019, 2.45pm – Inkwel Small, Elgin Youth Cafe, Francis Place



In Attendance	Apologies	
Gill Neill (GN)	Paula Coy	Anne Macleod
Tina Mainland (TM)	CJ Bowie	Rod Christie
Suzi Christie (SC)	Stuart Huyton	Kym Laxy
Richard Cumming (RC)	Ian Urquhart	Abigail Dempster
Mairi McIntosh (MM)	Mark Angus	Deborah Barnham
Katherine Mackintosh (KM)	Theresa Cumming	Neil Ross
Stephen Young (SY)	Ali Simpson	Tracy Sellar
Stephen Pugh (SP)	Reni Milburn	
	John Divers	
	Graham Leadbitter	

Discussion: Previous Meeting Note	
Paper distributed before meeting, accepted as accurate note.	
RC commented that Dog Friendly Elgin has been very popular with a lot of people commenting positively on it. SP asked for Trespass to be added in.	
Conclusions	
Dog Friendly Elgin has received positive feedback.	
Action Points	Person Responsible
<ul style="list-style-type: none"> <li>Add Trespass to Dog Friendly Elgin</li> </ul>	TM

Discussion: Elgin App	
GN told the group that we are still waiting for the app to be approved by Apple. As soon as we have an update we will let the businesses know.	
Conclusions	
App work is still undergoing, once we have an update we will let the businesses know.	
Action Points	Person Responsible

Discussion: Closed Facebook Group	
Following agreement at the last meeting TM set up a closed Facebook Group for the businesses. The group will be used to advise the members when the bulletins are circulated, or alerts are issued. This new communication platform will also provide a positive idea sharing platform.	
It was agreed that it was important to provide guidelines/protocols for engagement. TM will identify examples of good practice and draft notes for circulation. Once TM has set up the group, we will forward to the WG for review and comment, before sending it out to the members. AP- TM to set up guidelines and test check with the WG.	
Conclusions	
Closed Facebook group has been set up as an additional way to communicate with the business. Once the guidelines for use have been set up it will be circulated to the Working Group for comment before being sent out to the members.	
Action Points	Person Responsible

<ul style="list-style-type: none"> <li>• Set up guidelines/protocols for group</li> <li>• Send finalised group around Working Group</li> </ul>	TM
	TM

**Discussion: Summer Events**

GN gave the group a quick update on the events happening in the Summer.

Classic Car Show 3<sup>rd</sup> August. There will be Classic Cars on South Street and Commerce Street. If we get high numbers, we will expand on to the Boots side of the High Street. There are approximately 30 cars booked in so far and we are aiming for around 40.

Food & Drink Festival 10<sup>th</sup> August- Due to the adverse weather in 2018, the festival will be split between Elgin Town Hall and St Giles Church. Half of the food stalls and the Tasty Tipple will be in the Town Hall and the other half of food stalls and craft stalls will be in St Giles Church. There will be demonstrations in both venues throughout the day. There will be family entertainment on the Plainstones at the front and back of the Church.

The Cannonbawz Run Launch 24<sup>th</sup> August – The Cannonbawz run will be launched from the Plainstones. The cars will park along the Boots side of the Plainstones and will be available to be seen by the public until 11am when they leave to start the run.

**Conclusions**

In August there will be 3 events- Classic Car Show on the 3<sup>rd</sup> August, Food & Drink Festival on the 10<sup>th</sup> August and the Cannonbawz Run Launch on the 24<sup>th</sup> August.

Action Points	Person Responsible

**Discussion: Signage**

At the last meeting there was discussions about getting posters in empty shop windows which would promote the City Centre and have space for the agent’s details, this would allow us to as agents to take down large V-boards.

We put in an application to the Town Centre Fund for getting full window vinyls which will cost around £4000. These would fill the entire window of spaces that are unlikely to be leased easily.

The Other plan we have if we can’t get the funding for the window vinyls is to get large window posters. As a backup plan we requested funding for large posters which will be more visually attractive and again provide space for the agent’s details. Following discussion, the group felt large posters would be the preferred option, made from vinyl rather than traditional poster material.

**Conclusions**

After discussion the group agreed to go with large vinyl posters for the empty property windows rather than full vinyl.

Action Points	Person Responsible

**Discussion: Hanging Baskets**

The hanging baskets were delivered on the 22<sup>nd</sup> June. The baskets are up along the Plainstones and at 4 businesses. Additionally, the big planters have been replanted with new flowers and 4 businesses in Harrow Inn Close have taken small planters. In Autumn the big planters will be replanted with winter

flowers so there is colour throughout the year. We also have a team out removing the low level weeds from across the City Centre.

SP asked if there was anything that could be done about the seating area on the Plainstones. GN told the group that through the Zero Waste Elgin Project one project we are at the early stages of investigating is replacement seating area that will have a recycling area attached. SP also mentioned that the litter around Poundland was really bad, GN will talk to Mike Neary from Moray Council to see if there is something they can do.

**Conclusions**

The hanging baskets have been put up along the Plainstones and at 4 businesses. The big planters have been replanted and 4 businesses in Harrow Inn Close have taken small planters.

**Action Points**

**Person Responsible**

- Contact Mike Neary about litter around Trespass

GN

**Discussion: Ballot Update**

GN reminded the group that we go to Reballot in the Autumn. We are working hard to ensure that we are fully compliant with the legal requirements. The Business Proposal has been drafted and the Business Plan is currently being laid out in print.

Once the Business Plan is ready it will be circulated to all businesses members for review and comment.

The coming months will be used to highlight what has been achieved over the last 10 years and what will be lost if BID does not secure another mandate.

Liam Christie will be working with us in the 6 weeks before the ballot papers go out and the 6 weeks during the ballot period.

**Conclusions**

Ballot preparation is going well, the business proposal and plan are being drafted, the Plan will be circulated to members for final comments.

**Action Points**

**Person Responsible**

**Discussion: AOCB**

SC asked if we have heard back from Colliers about the rates relief, GN advised that Hannah had been on leave, but offered to follow up and get an update.

**Conclusions**

**Action Points**

**Person Responsible**

- Ask Colliers how they are getting on with the rates relief.

GN

**Date of next meeting – Thursday 29<sup>th</sup> August 2019**

## Action Point Summary and Update

Action Points 27 <sup>th</sup> June 2019		Update
<b>Previous Meeting Note</b> <ul style="list-style-type: none"> <li>Add Trespass on to Dog Friendly Elgin</li> </ul>	TM	
<b>Closed Facebook group</b> <ul style="list-style-type: none"> <li>Set up rules/guidelines for group</li> <li>Send finalised group around Working Group</li> </ul>	TM TM	
<b>Hanging Baskets</b> <ul style="list-style-type: none"> <li>Contact Mike Neary re litter around Poundland</li> </ul>	GN	
<b>AOCB</b> <ul style="list-style-type: none"> <li>Ask Colliers how they are getting on with the rates relief.</li> </ul>	GN	

Action Points 2 <sup>nd</sup> May 2019		Update
<b>Business Bulletin</b> <ul style="list-style-type: none"> <li>Set up closed Facebook page</li> </ul>	TM	Tina is working on that and will have information to share at the Working Group meeting on the 27 <sup>th</sup> June
<b>Advertising Boards for vacant shops</b> <ul style="list-style-type: none"> <li>Ask for guidance on the size that advertising boards can be and ask if action can be taken against those that are oversized.</li> <li>Research posters/vinyl's that will promote the city and have the letting agents' details.</li> </ul>	GN GN	Ongoing  Prices are currently being sought for both Vinyl and large posters. These will include space for the selling agents so that we can try to negotiate the removal of the A boards. An application has been prepared to the Town Centre Capital Fund for support with this – closing date for applications 21 <sup>st</sup> June

Action Points 7 <sup>th</sup> March 2019		Update
<b>AOCB</b> <ul style="list-style-type: none"> <li>Tell businesses when App about to go live and ask for offers</li> <li>Tell businesses when App is live</li> </ul>	GN/TM TM	Ongoing – Tina is liaising with Andrew and will have an update at the WG meeting Ongoing - TM working with Andrew from Hunted Cow on this, update will follow at the WG meeting

Action Points 22 <sup>nd</sup> November 2018		Update
<b>AOCB</b> <ul style="list-style-type: none"> <li>Check by-law for drop off and pick up for deliveries on High Street</li> </ul>	GN	To be confirmed, as far as I can tell – deliveries can be dropped off and picked up, it should ideally be before 10 and after 4, the exception seems to be the money security vans – however given the situation with the re routing of traffic at the moment the normal rules and processes are not really being followed.

Action Points 2 <sup>nd</sup> August 2018		Update
<b>Gift Card</b> <ul style="list-style-type: none"> <li>Develop Kinloss Competition</li> </ul>	GN/TM  GN/TM	We have now changed this to competitions using different platforms to promote the 500 <sup>th</sup> card sale. We are currently sitting at 480. There will be an SM comp, encouraging people to share the message, then a second comp in traditional press asking people to tell us who they would like to give a gift card to and why.

Action Points 11 <sup>th</sup> January 2018		Update
<b>Signage- metal signs and digital</b> <ul style="list-style-type: none"> <li>Arrange to remove business names from finger signs</li> </ul>	GN	New generic signs will be looked at