

Elgin BID Working Group

29th August 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
Richard Cumming (RC)	Stuart Huyton	Kym Laxy
Mairi McIntosh (MM)	Ian Urquhart	Tracy Sellar
John Divers (JD)	Mark Angus	Deborah Barnham
Abigail Dempster (AD)	Theresa Cumming	Neil Ross
Laura Scott (LS)	Ali Simpson	Stephen Pugh
Suzi Christie (SC)	Reni Milburn	Stephen Young
	Graham Leadbitter	
	Katherine Mackintosh	

Discussion: Previous Meeting Note	
Paper distributed before meeting, accepted as accurate note.	
RC commented that we need to encourage the businesses to engage more with Dog Friendly Elgin.	
Conclusions	
We need to encourage the businesses to engage more with Dog Friendly Elgin.	
Action Points	Person Responsible
<ul style="list-style-type: none"> Encourage businesses to engage more with Dog Friendly Elgin 	GN/TM

Discussion: Renewal Ballot Update	
<p>GN gave the group an update on the Renewal Ballot. We are up to date with the legislation deadlines. The papers will be going out on the 16th October and a copy of the new business plan will be sent out with the voting papers. The papers will be out for 6 weeks. JD suggested that with the papers being out for so long we need to remind businesses to vote, GN agreed and we will be keeping the businesses updated with the ballot throughout the voting period.</p> <p>Liam Christie will be going out to the businesses 6 weeks before the papers go out and the 6 weeks during the voting period. He will be visiting businesses, making sure they have their papers, answer questions and bring queries to the office. We have taken advice on the information that we can share to ensure that everything is done within the data protection and GDPR guidelines.</p> <p>GN told the group that we've made an information flyer that shows what's been achieved and what will be lost without BID for example, events, where to go if there's a problem, Christmas lights, Street Sweeper.</p> <p>On Tuesday 3rd September the Policy and Resources Committee will be deciding whether or not to support us going to ballot, the papers from the officers recommend to support. The Council cannot decide not to support without a strict legal reason.</p> <p>GN told the group that Moray Speyside Tourism's Tourism BID will be going to ballot in January 2020. There will only be a few businesses that would be an Elgin BID member and a Tourism BID member. Both organisations will work together. The businesses will remain an Elgin BID member and only pay the one levy and will get support from the Tourism BID.</p>	
Conclusions	
Renewal Ballot is all on track and we will continue to update the businesses throughout the ballot period.	
Action Points	Person Responsible

Discussion: Event Update

The Food and Drink Festival was a really good success. GN told the group that it was definitely the best idea to keep it indoors as again we would have had to take the event off the streets due to the weather forecast in the days leading up to the event.

LS said the Ditsy Teacup had a really successful day and the majority of people were really positive about the event. LS suggested for next year having big arrows to point people where to go. GN suggested for next year to have on the map a link to the Food & Drink Guide.

The Classic Car Show went really well, there was a lot of people out on the day and good movement around the centre. Next year the potential to be much bigger as know have an idea of how many cars we can fit in each area. Next year we won't cap the number of entries as we hadn't anticipated that some people just don't turn up.

Cannonbawz run launch also went well. GN told the group that once the drivers were all set up they were looking for where to go to eat or get a coffee. RC suggested that next year the hospitality businesses could advertise that the drivers get order their food before the event and go and collect it.

LS asked if the Speyside Stages car check will be going ahead next year. GN said that as the two car events went well we will definitely be going ahead with the event. GN Will arrange to meet up with Andrew from Speyside Stages. As the event brings hundreds people with it we will advertise in bulletin to let the businesses know when the event is.

Conclusions

The August events were all really successful. The success of the two car events will allow us to go ahead with the Speyside Stages Car check in 2020.

Action Points

- Contact Andrew from Speyside Stages

Person Responsible

GN

Discussion: Business Awards and AGM

The AGM and Awards night is on 2nd October at the Beechtree Restaurant at Moray College.

This year we have had more votes in so far than we have in previous years. We have the usual award categories and this year we have a new category, Elgin Community Champion. The voting papers are in the Northern Scot and the link to vote online is on the BID website, Facebook page and Twitter. Voting closes on the 6th September at 3pm.

The judges for the Individual customer service award and Elgin Community Champion will be coming in on 9th September.

The three finalists from all award categories will all be invited along on the night.

The night will run with the AGM first, networking for 30/45 minutes and then finish off with the awards ceremony.

Conclusions

The AGM and Awards Night will be on the 2nd October at the Beechtree Restaurant.

Action Points

Person Responsible

Discussion: Waste Project

The waste project is going well. We received official confirmation on 28th August that Zero Waste Scotland are happy with the work and projects and have given the go ahead for us to start promoting that we are working towards being a Zero Waste Town, we will be the 4th Zero Waste Town in Scotland.

The internal recycling bins have been ordered and will be delivered soon.

Part of the project is REHIS training for the businesses who wanted it and the log in details have been sent to the participating businesses.

Conclusions

Waste Project is on track, we can now start promoting that we are working towards Zero Waste Town status.

Action Points

Action Points	Person Responsible

Discussion: AOCB

Window Vinyls

SC asked where we were with the empty shop window vinyls. GN said we were still waiting to hear back about the application we put in for the Town Centre Fund. MM said that we were not successful in getting the funding.

GN asked if it was possible to find out what projects were successful in getting funding. MM will check to see if they can publish what has been successful.

As we have not got the funding we will have total control for us to go ahead with the project. We will now go to the agents to ask if we can put the posters in the windows. We have access to 77 High Street and old Poundworld building. At the last meeting it was agreed to have large posters in the windows, but SC asked if for the Poundworld building would it be possible to have full size vinyls as it is such a large frontage. The Group agreed vinyls would be better for the building. TM will go to companies to get quotes for the artwork and printing.

GN asked if anyone had any ideas for the mock-ups. A wine bar, artisan deli and old fashioned shop were all put forward.

GN will ask Beverly Smith for advice on the legal size that A-boards are allowed to be. GN will also speak to Stephen Gunn who is one of the agents for the Shopping Centre to ask about the size of the board outside Brightworks.

Colliers- Rates Relief

SC asked if we had any update from Colliers about the rates relief. GN told the group that the last update we had was they were waiting for the rates appeal date. GN will chase Colliers for an update so we can send it to the businesses.

Christmas Parade

LS asked what events we do for Christmas, GN said we have the Christmas Light Switch on 23rd November which has a market, reindeer parade and Santa's Post Office. The Christmas Angels are going out on the last Saturday before Christmas. In previous years, late night shopping hasn't worked well, and we wouldn't be looking to do it again.

GN asked group for ideas for what else we could do. After discussion it was agreed we would have a Christmas Lantern Parade with mass carol singing on the 21st December at around 4pm. We will have lantern kits that people can pick up at the Christmas Light Switch On and LS suggested to have a pop up lantern decorating session in the lead up to the event in the St Giles Shopping Centre. AD suggested contacting Primary and Secondary schools choirs to see if they would like to join. GN said she would contact Sine MacDonald as she has contacts with music teachers. SC suggested to get small flyers that businesses can hand out advertising the event.

Conclusions

Window Vinyls

As we were not successful in getting funding for the window vinyls, we can now go ahead and have full control of the window vinyl project. We will look in to getting posters for the smaller properties and full window vinyls for the Poundworld building.

Colliers- Rates Relief

We haven't had an update from Colliers about the rates relief, GN will contact them for an update. GN will also contact Poundland for an update.

Christmas Parade

After discussion it was agreed we would have a Christmas Parade on the 21st December with a lantern parade and mass Christmas Carollers.

Action Points	Person Responsible
<ul style="list-style-type: none"> Contact Beverly Smith for advice on A-board sizes 	GN
<ul style="list-style-type: none"> Find out if the successful projects from the Town Centre Fund can be published 	MM
<ul style="list-style-type: none"> Contact companies for quotes for full sized window vinyls 	TM
<ul style="list-style-type: none"> Contact agents about putting posters/vinyls in vacant properties 	GN/TM
<ul style="list-style-type: none"> Contact Colliers for an update 	GN
<ul style="list-style-type: none"> Start planning Christmas Parade 	
<ul style="list-style-type: none"> Contact St Giles Centre to see if they would like to host lantern decorating sessions. 	GN/TM GN/TM

Date of next meeting – Thursday 31st October 2019

Action Point Summary and Update

Action Points 29 th August 2019		Update
Previous Meeting Note <ul style="list-style-type: none"> Encourage businesses to engage more with Dog Friendly Elgin 	GN/TM	
Event Update <ul style="list-style-type: none"> Contact Andrew from Speyside Stages 	GN	
AOCB <ul style="list-style-type: none"> Contact Beverly Smith for advice on A-board sizes Find out if the successful projects from the Town Centre Fund can be published Contact companies for quotes for full sized window vinyls Contact agents about putting posters/vinyls in vacant properties Contact Colliers for an update Contact Poundland for an update Start planning Christmas Parade Contact St Giles Centre to see if they would like to host lantern decorating sessions. 	GN MM TM GN/TM GN GN GN/TM GN/TM	

Action Points 27 th June 2019		Update
Closed Facebook group <ul style="list-style-type: none"> Set up rules/guidelines for group Send finalised group around Working Group 	TM TM	Ongoing – will be circulated prior to the WG meeting on 29 th August Ongoing – will be circulated prior to the WG meeting on 29 th August
Hanging Baskets <ul style="list-style-type: none"> Contact Mike Neary re litter around Poundland 	GN	Contact has been made to see if this can be looked at and perhaps an additional bin installed – I am awaiting a reply
AOCB <ul style="list-style-type: none"> Chase Poundland if Trespass can put advertising on their boarding. 	GN	Request re submitted – no outcome as yet

Action Points 2 nd May 2019		Update
Advertising Boards for vacant shops <ul style="list-style-type: none"> Ask for guidance on the size that advertising boards can be and ask if action can be taken against those that are oversized. 	GN	Ongoing

Action Points 7 th March 2019		Update
AOCB <ul style="list-style-type: none"> Tell businesses when App about to go live and ask for offers Tell businesses when App is live 	GN/TM TM	Ongoing – Andrew has now been forced to take a set away due to pressure of work, but is trying to identify someone to take the project over Ongoing – This will happen when we are ready to go live

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