

# Board Meeting

14<sup>th</sup> September, 2.30pm, Zoom



In Attendance	Apologies
Gemma Cruickshank Tina Mainland (TM) Richard Cumming (RC) Stuart Huyton (SH) Katherine Mackintosh (KM) Stephen Young (SY) John Divers (JD)	Mark Angus (MA) Abigail Dempster (AB) Alistair Simpson (AS) David Patterson (DP) Greg Robertson (GR) Ian Urquhart (IU) Tracy Sellar (TS)

Discussion: Last Meeting Note & Action Point Update	
Meeting note circulated before the meeting. Meeting note accepted.	
Conclusions	
Action Points	Person Responsible

Discussion: Managers Report including Social Media Update	
Mangers Update was distributed prior to the meeting. Update accepted.	
Conclusions	
Action Points	Person Responsible

Discussion: 2020 Project Update
GC explained to the Board that due to Covid-19 projects have been put on hold for 2020.
<u>Elgin App</u>  The app was finalised during lockdown when most businesses were closed so we will plan a launch and go out to businesses to let them know and ask if they would like to add discounts/offers to the app.
<u>Creative Centres</u>  This project ended just before lockdown. Caroline suggested recommendations in her end of project report, and we will look at taking this forward in 2021.
<u>Green Elgin</u>  We had planned a revamp of all the planters, unfortunately this has been put on hold until 2021 as the plant orders had been cancelled due to Covid-19. The planters have been tidied up with new plants added and weeding has taken place across the City Centre.  RC asked if we could look at the possibility of moving the planters that are next to Poundland to create more space.
<u>Environmental Enhancement</u>  This is a long term ongoing project to make the City Centre appear better. The funding from Highlands & Islands Enterprise could be used towards this project.

Conclusions	
The majority of 2020's projects will now be taken forward in 2021.	
The Elgin App will be launched, businesses will be asked if they would like to add discounts/offers to the app.	
Action Points	Person Responsible
<ul style="list-style-type: none"> <li>Ask businesses if they would like to add discounts to App</li> <li>Look in to possibility of moving Poundland Planters</li> </ul>	TM GC/TM

Discussion: Carbon Reduction Project	
No more to update due to Covid-19. GC will be meeting with Gary Templeton at end of October so he can give a full update and more information on the project.	
Conclusions	
Action Points	Person Responsible

Discussion: Road Closures & Free Car Parking
<p><u>Road Closures</u></p> <p>GC told the Board that a local business had got in touch due to many of the West End and High Street businesses suffering because of the road closures. We sent a survey out to all of the BID members to ask for their feedback on the road closures. The majority of businesses had said the road closures were affecting them negatively.</p> <p>The results of the survey were collated and sent to the Moray Council to review before their October review date. GC had chased Nicola Moss for an update, and she said it would be reviewed and they would get back to us when they have an update.</p> <p>RC asked if they had been regularly reviewing this as Nicola Moss said in their Webinar that they would be regularly reviewing the impact of the road closures. GC commented they have not reviewed, and their next review is in October and she has pushed with the Moray Council to have the review sooner.</p> <p>JD told the Board that Councillors are in discussions about the road closures, the officers and some Elgin Councillors are in favour of having the road closures in place until October due to the success of Batchen Street. RC commented that the businesses on Batchen Street are not utilising the closures in the same way as they were. They are not putting tables out as there is still a lot of vehicles coming up the street.</p> <p>GC commented that once the road closures are lifted that a 5mph speed limit should be in place along with no parking and being monitored more regularly. GC will arrange a meeting with Community Police Officer Jamie Dey to get them involved.</p> <p><u>Free Car Parking</u></p> <p>The free car parking is being reviewed by Moray Council on the 6<sup>th</sup> October. A survey was sent out to the BID members to get their feedback on the free car parking and included different charging options if the Council stops the free parking.</p> <p>JD explained that Councillors will not be in favour of extending the free parking further due to businesses and employees filling the car parks and the loss of revenue. JD has also been in discussions with Graham Leadbitter for reintroduce Free After 3 and suggested we push Graham to get Free After 3 introduced earlier if the charges are reintroduced.</p> <p>After discussion it was agreed that GC will go to Graham Leadbitter to ask for Free After 3 to be introduced if the charges are reintroduced.</p>

Conclusions	
A survey was sent out to the BID members asking for their views on the road closures, the results were sent to the Moray Council for them to review.	
GC will arrange a meeting with Graham Leadbitter to ask for Free After 3 to be introduced if the parking charges are reintroduced.	
Action Points	Person Responsible
<ul style="list-style-type: none"> <li>• Arrange meeting with Graham Leadbitter to discuss Free After 3</li> </ul>	GC

Discussion: Sponsorship Opportunities	
<u>Events</u>	
GC said that some businesses do not feel they benefit from the BID events so we will look in to activities for the businesses to get involved in. For example, at the Food & Drink Festival there could be a craft competition and craft businesses from South Street could be part of the judging panel and if they wanted they could sponsor the prize for the winner. RC suggested to have a similar idea to the 'Buzz on Batchen' competition where the crafts are held in business's windows 2 weeks before the event so people come to see their crafts and then announce the winner at the event.	
<u>Voluntary BID Members</u>	
During the renewal ballot it was discussed to look into the possibility of having voluntary BID members. Gill Neill was going to meet up with Aberdeen Inspired at the start of 2020 to find out how their voluntary membership works but due to covid-19 this has not yet happened.	
GC asked the Board if they were still happy to look into this. KM suggested to explore the idea and opportunities and then put it back to the members for comment.	
It was agreed to put this on hold until 2021.	
Conclusions	
Voluntary BID members will also be explored and discussed in 2021.	
Action Points	Person Responsible

Discussion: Board Participation & Engagement	
After the Board meeting in February we sent in the bulletin asking for businesses to join the Working Group and also explained that it acts as a way to move onto the Board. Looking to 2021 we will send out again asking for members to join.	
KM suggested that while the Working Group cannot meet, we still need to keep the group and members engaged. RC agreed and said we should encourage them to keep sending in their ideas.	
Conclusions	
In 2021 we will go back out to the members asking them to join the Working Group. In the meantime, we will encourage the WG and members to put forward their ideas and encourage them to use the Closed Facebook Group.	
Action Points	Person Responsible
<ul style="list-style-type: none"> <li>• Send out in the bulletin &amp; closed FB group for members to put forward their ideas.</li> </ul>	TM

Discussion: AGM & Awards	
The AGM is on the 28 <sup>th</sup> October and will be held over Zoom.	

There had been 496 votes in the awards as of 14<sup>th</sup> September and businesses have been encouraging customers to vote for other businesses as well as themselves.

The award winners will be recorded getting their awards prior to the AGM and we will ask them to keep it a secret so they are announced throughout the AGM.

#### Conclusions

The AGM will be held over Zoom on the 28<sup>th</sup> October. GC and TM will go to the winning businesses to present the awards and get a short video clip. The clips will then be shown throughout the AGM.

#### Action Points

#### Person Responsible

#### Discussion: Business Resilience Funding

GC told the Board that we have submitted our second report for the Business Resilience Funding from Scotland's Town Partnership. A second round of funding was opened on the 14th September which we will apply for to get more funds for projects that will help members and the City Centre recover from Covid-19.

#### Conclusions

We will be applying for the second round of Business Resilience Funding.

#### Action Points

#### Person Responsible

- Apply for BRF Round 2

GC

#### Discussion: Vacant Properties

The vacant property rate is now at 9.6%, in February it was 6.84%. However, there are a number of businesses that are going to be opening in the near future and we have had new businesses get in touch looking for property.

#### Vacant Property to Valued Property

After discussion it was agreed to the best plan would be to hold a workshop/meeting to work out any issues that may arise. KM suggested we should arrange a meeting with the Moray Council and Assessors office. We also must be considerate of the businesses that are already paying rates. RC suggested having the businesses that come in to not be a conflicting business to someone already in the BID.

#### Conclusions

The vacant property rate is now at 9.6% however businesses are looking at moving into the city centre. The next step for the Vacant Property to Valued Property project is to have a meeting to work out the issues that could arise.

#### Action Points

#### Person Responsible

- Arrange meeting for Vacant Property to Valued Property

GC

#### Discussion: AOCB

#### Police Bikes

KM asked what the exact costs would be for sponsoring the kit and training for another Police Officer to be able to use the Police bikes. GC had asked Jamie Dey for more information and he has passed this on to a colleague to get more details. GC will pass on the information once we receive it.

#### Purple Flag Award

GC told the Board she has also been in touch with Jamie Dey regarding the Purple Flag Award which will show that Elgin is a safe town centre. We will need to apply with the Police and Moray Council and we are currently talking with Jamie Dey to see if the Police will be happy to apply with us.

#### Conclusions

#### Action Points

#### Person Responsible

- Send on costs for sponsoring bike initiative

GC

**Next meeting date- 30<sup>th</sup> November 2020**

**Action Point Summary 14<sup>th</sup> September 2020**

<b>Action Points 14<sup>th</sup> September 2020</b>		<b>Update</b>
<b>2020 Projects</b> - Ask businesses if they would like to add discounts to App - Look in to possibility of moving Poundland planters	TM GC/TM	
<b>Road Closures &amp; Free Car Parking</b> - Arrange meeting with Graham Leadbitter to discuss Free After 3	GC	
<b>Board Participation &amp; Engagement</b> - Put out in bulletin & closed FB group for members to put forward their ideas.	TM	
<b>Vacant Properties</b> - Arrange meeting for Vacant Property to Valued Property	GC	
<b>Business Resilience Funding</b> - Apply for BRF Round 2	GC	
<b>AOCB</b> - Send on costs for sponsoring bike initiative - Discuss purple flag award application with Jamie Dey	GC GC	

<b>Action Points 13<sup>th</sup> July 2020</b>		<b>Update</b>
<b>Car Parking</b> <ul style="list-style-type: none"> <li>• If after the Council's meeting the parking is extended to October, we will then arrange for another letter to be sent from ourselves and the agencies asking for it to be extended to January</li> </ul>	GN/new manager	
<b>Christmas 2020</b> <ul style="list-style-type: none"> <li>• If Plan B is chosen send event ideas to members</li> </ul>	TM	
<b>AOCB</b> <ul style="list-style-type: none"> <li>• Put out positive shop local messages</li> <li>• Contact Transport Department to ask for all PR mentioning BID to be sent to us before release</li> <li>• Contact Nicola Moss for clarification on road closure review process</li> </ul>	TM GN GN	

Action Points 17 <sup>th</sup> February 2020		Update
BID Levy Invoicing & Collection <ul style="list-style-type: none"> <li>• Work on letter to Roddy Burns</li> </ul>	GN/GR	
Board Participation and Engagement <ul style="list-style-type: none"> <li>• Invite businesses to get involved in next bulletin</li> </ul>	GN/TM	

Action Points 11 <sup>th</sup> November 2019		Update
Renewal Ballot <ul style="list-style-type: none"> <li>• Gather costs incurred information</li> <li>• Work on reply letter to Council</li> </ul>	GN GN/RC/GR	Data gathered outlining the amount of staff time which had to be dedicated to addressing the issues and errors caused by Civica during the renewal ballot. No invoice has been received; however I have been advised when it does, we should make a payment of 50% outlining why we are not paying more.