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**Milngavie My Way Business Improvement District
Monday 4 November 2013
Steering Group Meeting**

Present: Ian Lavrie, Wendy Ross, Pauline Cameron, PamMcCreadie, Glenn McNab, HilaryHowatt, Eileen Bannerman, Rona Miller, Martin Colpi, Cllr Gotts, Siobhan McCandlish, Ruth Duncan

1. Apologies

Arthur Beverly, Callum Christie, Catherine Williamson, Cllr Henry

Pauline welcomed and introduced Siobhan McCandlish, the new pilot Town Centre Police Officer.

2. Minutes of Previous Meeting

Amendment to item 4.3 - should read Corbie Ha.

Minutes Agreed and seconded.

Matters Arising: Parking meeting feedback

Ian explained the background of the meeting to those that hadn't attended and explained that the BID was purely facilitating the meeting and is not associated with influencing the forthcoming changes.

The M & B Herald have asked for a press release on the parking meeting.

3. BID partnership with Police Scotland

Milngavie Town Centre Police Initiative: Siobhan McCandlish

- Siobhan gave an overview of her 16 years' service to date, starting at Maryhill Police Station and including Community Policing and Community Safety in Kirkintilloch and 6 years spent with the Domestic Abuse Unit.
- Siobhan will now be taking up the post of Town Centre Officer based in Milngavie (will also include covering Bearsden) on Monday 2 December as a pilot project to ascertain its success. Siobhan is also an experienced Crime Prevention Officer and Police Architectural Officer.
- BID will work alongside Siobhan; 'buy on' from all the businesses will ensure the success of the pilot and continued police presence in the precinct.
- The BID will fund a mobile handset for Siobhan. Pauline is costing of handsets for the re-introduction of the 'Shop Watch' scheme which allows retailers to share

concerns if known shoplifters are in the area. Wendy stressed that it was not easy to refuse entry to individuals and Siobhan advised that her presence should act as a deterrent for some criminal activity and she will be contactable via her handset.

Police Scotland have also agreed to provide an annual tailored Crime Statistics Report for the BID area, which could be used as a benchmark for future BID reporting.

Ian thanked Siobhan for attending the meeting.

4. Governance

4.1 Steering Group Membership

- Pauline advised that Fiona Risk has now stepped down from the Community Council (CC) so therefore will no longer be a member of the BID Steering Group. Rona has agreed to represent the CC on the group.
- Valentine Jost and Caroline Jarvie are no longer able to continue on the Steering Group and Rahul Randev (owner of the former Cross Keys) has agreed to join.
- Ian and Pauline stressed that we require more members especially from professional sectors, and a specifically a lawyer/solicitor to advise on establishing the BID company. Even if a business is out with the BID boundary, they can still be approached to advise the group and join as an associate member. **ACTION: all to seek lawyer representation on group.**
- Eileen will approach a couple of independent retailers who expressed interest in joining.

4.2 Confirmation for support of BID (5% rule)

Members are required to sign a form showing their commitment towards the Bid and Ian and Pauline will arrange for these to be circulated amongst the group tomorrow.

4.3 Approval of Levy Rules

Ian distributed the Levy Rules amongst the group and Pauline highlighted each point for discussion. The group agreed the rules which will be published in the Business Plan.

Associate Membership

Hilary Howatt will be the first Associate member of the BID as her Consultancy Company is out with the BID boundary.

Aggregating Values (see issue raised at previous meeting)

- There are 10 businesses within the BID area owning more than one property. (total 32 properties).
- Pauline explained that there would be a reduced levy income of just under £3,000 if these businesses paid an aggregated banding and asked the group to consider this scenario.
- It was also noted that owners of multiple properties are still granted one vote for each property at the ballot, which might be questioned in terms of equity.
- Pauline informed the group that, as a multiple owner, the Council would be liable for the full levy on their individual properties and car parks.
- Martin Colpi noted that he would be charged significantly more per year if he paid 2 Levies (rather than 1 aggregate) but stated that he accepted that this was necessary for the benefit of the BID and its income.

- After consideration and discussion a vote amongst 8 steering group members recorded a unanimous decision that the full levy should be applicable to each individual property.

Levy bandings will be fixed for the 5 year BID term.

Ian stressed that a reasonable amount of levy is needed to make the BID viable, however it would be hoped that additional funding would be achieved further into the term of the BID.

4.4 Approval of Final Boundary Map

Map was agreed and will also include Corbie Ha.

5. Business Planning (GMcN/PC)

5.1 Objectives and projects from Business Plan arising from consultation: feedback from Working Group

Pauline and the Steering Group commented on the proposed projects developing by the Working Group. These will be published in full in the final Business Plan.

Points to note

- The BID to look at funding planting and displays and work with Milngavie in Bloom (MiB) to install. Contact Douglas Cameron, chair of MiB to discuss. Glenn also raised the idea of having winter hanging baskets.
- A project to improve business frontage and update the canopies over the shop units which start with Iceland and end at M & Co.
- Whilst improvements to WHW gateway was deemed important, it is not highest priority as a project given other stakeholders involved (National Park has not responded to requests to work in partnership).
- Work with the Council's business support and Business Gateway to tap into the free courses that they deliver.
- Pauline has met with the Pupil Support department within Douglas Academy and they are keen to work with the BID on work placements/ work experience to enable recruiting of local leavers to local jobs.
- Must be stressed in the Business Plan that the BID is only a consultee in the parking changes.
- Covering part of the precinct – this would be under wider planning and an expensive project but still worth exploring the options under long term aspirations.

Pauline noted that the final draft of the Business Plan would have to be submitted to the Council for inclusion within Development and Regeneration Committee papers by 22 November.

5.2 Approval of final banding for BID Levy

The group agreed on the final banding table (attached) which has the median levy as £340.

6. Consultation: urgent follow up calls and visits

Pauline explained that steering group need to undertake the follow up calls between them.

Martin agreed to revisit some shops in Stewart Street area. Pauline will re-circulate follow up list.

7. Communication and Demo Project

7.1 Communications

- Next Business Planning meeting is scheduled for 5 Nov at 6pm.

Demo Project update

Milngavie Youth Centre involvement – Pauline has met with the centre and they have agreed to run the Santa Grotto.

Meeting for demo sub group to follow this steering group meeting.

8. AOCB and date of next meeting

Next meeting scheduled for Tuesday 19th November at 6pm in the Community Centre.