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**Milngavie My Way Business Improvement District  
Tuesday 8 October 2013  
Steering Group Meeting**

Present: Ian Lavrie, Wendy Ross, Arthur Beverly, Pauline Cameron, Pam McCreddie, Glenn McNab, Hilary Howatt, Catherine Williamson, Martin Colpi

**1. Apologies**

Cllr Henry, Ruth Duncan, Eileen Bannerman, Rona Miller, Valentine Joss, Calumn Christie, Cllr Gibbons

**2. Minutes of Previous Meeting**

- Minutes Agreed.

**2.1 Matters Arising:**

Still no feedback from Waitrose , Pauline to chase.

- **Parking changes: next open for business meeting details**

Gail MacFarlane (EDC) and Pauline had meeting about parking and agreed better to have an 'open for business' meeting for all. Ian stressed BID **can't** solve parking but can negotiate with EDC.

- **Baseline services and Police**

Pam to advise Pauline on progress re baseline services and get all Agreements returned to PC by next week. Police Scotland have also provided draft and offered pilot town centre liaison officer in area to work in partnership with the BID. The officer will be invited to a future meeting.

- **Meeting with Tesco**

Meeting with Tesco – Manager, Maureen Gallagher. She is keen to engage with the BID and will try and influence Head Office. Tesco have agreed to sponsor public toilet loo rolls for 1 month. Tesco in Oban have committed to BID.

**3. Governance**

Operating Agreement

Successful meeting with EDC Departmental Managers, who agreed to provide suggested amendments through a tracked changes version of the Operating Agreement.

**4. Business Planning (GMcN/PC)**

4.1 Business Planning working group looked at priorities arising from consultation and agreed a vision statement with 4 key project themes, around which a series of projects will be developed with budget:

- 1) Enhancing Milngavie town centre as the heart of the community
- 2) Making Milngavie a destination of choice and a gateway
- 3) Business voice: speaking for business and about business
- 4) Making Milngavie easier to visit: Accessibility

#### **4.2 Bid Income**

- Discussion with Local Authority - Next stage will be costing for projects and negotiate with EDC for contribution. Vision has to link in to Council's Single Outcome Agreement and wider strategic planning. BID would expect to access additional external funding streams post-ballot.
- Banding scenario - Ian directed group to levy scenarios tabled. A contribution of around £20,000 contribution from EDC will be required in order to make the BID practical in operational terms (BID manager salary, accommodation etc.) with a BID Levy income of little more than £70,000 p.a. Office accommodation and officer time may be in kind.
- The issue of amalgamating the rateable values of businesses that have more than one business/property was raised by Catherine Williamson. Pauline agreed to carry out analysis of aggregate values of owners to whom this applies. This would also have to apply to vacant units. Based on scenario 1, £300 is the most common levy on most RV. Group agreed to raise median to £360.
- Group agreed that the BID should have a 5 year fixed levy, not subject to inflationary increase within that period.
- It was agreed that businesses would receive a rebate if their business left the town centre area within a year of payment. However, a minimum threshold of £50 if year would apply to this rule.

- **Exemptions from payment of Levy**

The Steering Group agreed to the following exemptions from payment of the Levy.

- ATMs
- Advertising hoardings
- Places of worship
- Charitable/social enterprise premises (e.g. Old People's Welfare Centre), not trading as commercial entities

154 day notice submitted to EDC Chief Executive and copy to Scottish Government.

4.3 **Proposed BID area** – map distributed to the group. Agreed boundary line and should include the Corby Hall.

#### **5. Consultation: follow up calls and visits**

Ian and Pauline analyse follow up visits and medical practices

## **6. Communication and Demo Projects**

- Next business planning working group meeting 15 October in WHG.
- 29<sup>th</sup> Oct – Cyan – ‘open for business’ meeting, invites to go out (theme of parking) in order to newsletter.
- Hilary to look at drafting a newsletter with support of Pauline.
- BID has to be marketed to all business sectors in the area, different strategies for different businesses. Pauline asked Arthur and Catherine to come back with a positive message to describe the BID from the perspective of office services.

### **6.2 Demo Project update**

Demo Project – Switch On is 30 November and next sub group meeting is 22 October in WHG

### **7. AOCB and date of next meeting**

Monday 4<sup>th</sup> November, Pam to book room.