

Minutes of Meeting

Meeting Information

Meeting Type:	BID Board		
Facilitator:	Tom Casey	Location:	Riverside, Dunblane
Date:	17 April 2018	Time:	5:30 PM
In Attendance:	Tom Casey, Chair, Charisma (TC), Graham Fleming, Treasurer, Bennett's Butchers (GF), Tracey Erskine, Erskine Eyecare (TE), Chris Duncan, Intelligent Displays (CD) Keir Stevenson, Stirling Council (KS), Barbara Allan, Dunblane Development Trust (BA) Cllr Graham Houston (GH), Scott Walker, Choices (SW), Also present: Kirsten MacDonald, BID Liaison Manager (KM)		
Apologies:	Richard Noakes, Dunblane High School (RN), Greg Austin Tesco (Chair Elect) Scott Abercrombie, BID Development Manager		

Agenda Items		Led By	Time
1	Welcome, introductions and apologies	TC	
2	Minutes from previous meeting Approval, actions and matters arising	TC	5
3	Appointments	TC	
4	Finances	GF	5
5	Promoting	ALL	20
6	Enhancing	ALL	10
7	Supporting	ALL	10
8	Business Communication	ALL	10
9	AOB		5
10	Date of next meeting Tuesday 29 May 2018, 5.30pm, Riverside		
11	Close		

Decisions

- 1 April minutes to be agreed at next meeting
- 2 Gregory Austin appointed Chair
- 3 Tracey Erskine appointed Vice-Chair
- 4 Kirsten MacDonald appointed BID Liaison Manager
- 5 Scott Abercrombie appointed BID Development Manager
- 6 Caroline Curley appointed Employability Engagement Facilitator for Skills4Life programme

New Action Items

		Responsible	Due Date
1	Liaise with Rodger Lyall to find out more about Dunblane Radio	KM	06/06/18
2	Meet with Sarah and Alexa from SC EG to discuss new app	TC, CD, SA	19/06/18
3	Liaise with Cathedral City Estates regarding high street doors	TC	19/06/18
4	Draft newsletter (send week of 23 rd April)	SA, KM	18/05/18

Other Notes & Information

3. Appointments

- Appointment - New chair of Discover Dunblane is Gregory Austin from Tesco Dunblane. This is a great appointment for Discover Dunblane as Greg brings with him a vast knowledge of retailing in general plus local information on Dunblane demographics and the challenges faced in attracting residents to spend locally.
- Appointment - Tracey Erskine as Vice Chair.
- Appointment – Kirsten MacDonald has been appointed Liaison Manager for a 3-month period (to end of June). At which point both parties will sit down and review the new role, performance and suitability. Key tasks for Kirsten include: Levy collection; Communication with businesses; Event planning & execution; Board Administration; support local events.
- Appointment – Scott Abercrombie has been appointed Development Manager. Key tasks for Scott include: external communication, social media and website; Tourism destination; Promotion and marketing of Dunblane; raising additional income through external funding sources (applications and presentations) sponsorship; Liaison with Stirling Council and other 3rd parties.
- Appointment – Caroline Curley has been appointed as the Employability Engagement Facilitator for the Skills4Life programme. This post is fully funded through the Big Lottery Young start award.

4. Finances

Bank Balance 17.4.18 (exclude Big Lottery)		4292
Stirling Account		12000

Projected Levy Income	May 2018	13500
	November 2018	13500
TOTAL FUNDS		43292
Estimated Expenditure	Premises Improvement.	2500
	Community Support	2000
	Liaison and Development Manager	15000
	Events	12000
	Promotion	2000
TOTAL ESTIMATED EXPENDITURE		33500
BALANCE		9791
OTHER POTENTIAL INCOME	Sponsorship	5000
	Grants	10000
		15000

5. Promoting

1. Summer Festival; Following the decision at the last board meeting to investigate the feasibility of running a Summer Festival, we have been unsuccessful in a funding application to the Your Place, Your Priorities. We have submitted a separate application to The Festival 2018 our fund Stirling, and other sources have been identified such as Scotrail Cultural and Arts fund. **SA meeting with Forth Valley College to progress with a view that a larger event is achievable for 2019 and a smaller event is practicable for 2018 centered on music and drink and linking in with the Heritage Lottery and other local partnerships.**
2. Round Table Grant award has been received - £250 towards Christmas Extravaganza.
3. Stirling Marathon – Sunday 29th April; water and feeding station located at the station plaza in Dunblane; route through Stirling Rd, Millrow, High Street and Beech Road. An opportunity for businesses to be open and benefit from the high footfall that will be in the town centre area. **Time runners will be in Dunblane estimated to be from 9.20am to 12.20. 20 volunteers organized.**
4. Discover Dunblane 12k Road Race – Sunday 27th May; Race starts at Station Plaza through High Street and finishes at golden post box. Last years' race proved very successful for those open for business.
5. Radio Station – concept initiated by Rodger Lyall. Meeting of key stakeholders to be arranged. **Potentially useful for local businesses but an understanding of the business plan required. Kirsten to liaise with Rodger.**
6. P of K – discussions ongoing between Stirling Council and Applicants re planning permissions – outcome not expected this side of summer. **Outline consent likely to be granted, however conditions to be met.**
7. DCP – Heritage Lottery Application which focuses on celebrating and promoting Dunblane's history and heritage. Key benefactor of a successful application will be businesses through increased tourism. **This to be connected with summer events and to be developed with other local partners. An app to show Dunblane's walking and cycling trails has been developed by SC. TC, CD and SA to meet with Sarah and Alexa on the Economic Growth Team to take further.**

6. Enhancing

1. Derelict building in the middle of the High Street. Through the DCP £2000 grant awarded by Tesco plus £500 from BID, to make improvements to look of premises. **Factors to be considered also include the safety of the building and preserving property value.**
2. Petrol station – discussions being led by DCP member, service provider now in discussions with land owner. **Proposal for an unmanned station, potentially deliverable in 2019.**
3. Parking – meeting with DCC and SC, Wed 18th April:
 - a) SC Parking strategy framework (paper going to SC committee in June). **Local Parking plans to be seen.**
 - b) Millrow Car Park – restricted use ie not for commuters. **Sign to be placed.**
 - c) Electric Charging points – agreed in principal. **Requires a siting survey.**
 - d) 2 hour free parking at Victoria hall – under discussion
 - e) Network rail – new bridge; **update awaited regarding aesthetics of the wall.**
4. Premises Improvement scheme.
 - a. 2 applications underway.
 - b. follow up to take place with Cathedral Estates re unsightly doorways. **6 to 8 new doors being considered.**
5. 2nd Streetscape improvement project latest update:
 - a. to put on hold plans to significantly alter the streetscape ie no works will be taken forward in the near term. **Feedback was that there has been too much recent change. Additional improvements may be able to be secured from the 3 remaining years of Sustrans funding.**
 - b. Individual items such as 20mph limit; footway and road surfacing will be considered by Stirling Council as part of their ongoing programme of work.

6. Supporting

7.
 1. Skills 4 life programme (education and employment):
 - a. Initial funding (£12,000 of the £39,600), now received and support manager now appointed. **Recognition of the 33% of schoolchildren that require additional support which can be overlooked by school's high academic results.**
 - b. Oversight board member groups identified (PTA, SDS, FV Regional Education group, FV College, Double Tree by Hilton, DHS, Young Person and DD. The Oversight Board will report directly into the BID board.
 - c. RBS building – we have approached RBS to allow occupancy of the soon to be vacated premises on the High Street. If successful this is likely to be a joint venture with Creative Stirling to establish a quality High street retail outlet which supports Young People in creativity and business start up. **2 options: that the BID secures the building or pays a peppercorn rent, or that a community buy-out is considered. Earliest occupancy would be September 2018.**
 2. Community Support
 - a. We have supported Dementia Friendly initiative to the extent of £500 for the production of promotional material.
 - b. We have a commitment to support DDT to the extent of £500.

8. Business Communication

SA and KM to draft newsletter week of 23rd April. To recognize the downturn in high street footfall, the newsletter to include events over coming months.