

Rediscover Peterhead Ltd Board Meeting

Thursday 8th November 2018 at 8 am in BID office 28 Marischal Street Peterhead AB42 1HS

Minutes

Present

Bob Antczak, John Cameron, Robert Emslie, Jean Gardiner, Clair Harwood, Linda Miller, Terry Moran, John Pascoe, Iain Sutherland, Wayne Parsons

Apologies: Katrina Allan, Fred Bowden

Phil Prentice of [Scotland's Towns Partnerships](#) (STP) joined the meeting via conference call to share with the board future plans for STP and how this may support existing Business Improvement Districts (BIDs). John Pascoe requested no further presentations at board meetings to be arranged as the board time is limited and required for board business. **Action:** Iain Sutherland to invite Phil to meet with the BID board as a separate meeting, for future discussions and questions.

Chairman John Pascoe continued to open the meeting and welcomed members.

Minutes / Matters arising from minutes

2019 planning schedule

Iain shared a draft 2019 planning schedule with the board, highlighting potential events for the town in alignment with the business plan, and requests from town centre businesses. **Action:** Iain and Clair to work on making a final schedule / draft project plans and set time lines.

Staff hours

The board agreed at 25 hours Iain Sutherland (BID manager) and 35 hours Clair Harwood (BID assistant.)

Minutes approved by Chair, John Pascoe and seconded by Secretary, Robert Emslie.

Treasurer's report

This was given by Jean Gardiner

Manager's report

This was given by Iain Sutherland

Clean-up Peterhead: Iain advised the board that FCCS cleaning can now be paid in full. For a pilot trial on a deep clean of the town centre, the board agreed that it was a success and have learnt valuable lessons to carry forward into the second phase of the cleaning. Some areas are still in need of attention, and FCCS were very accommodating in fixing several snagging issues that Iain sent to them.

Actions:

- Iain to speak to businesses ahead of the next phase of cleaning, and to develop a plan on how to help businesses manage the cleanliness and safety of streets / shop entrances during icy / grit weather.
- Iain to find out from Aberdeenshire Council what they will be doing to ensure the on-going cleanliness of the lanes in Peterhead town centre.
- Iain to follow up quote from Gutterz and plan the second phase of Clean-up project and to contact local contacts for quotes: Scott Shaw, James Moir.
- Iain to chase up lighting for Queen Street / Prince Street car park lane and request to see signage from Aberdeenshire Council for the BID's input and approval.
- Clair / Iain to contact ArtVenture / local artists to commission art work on the walls in Prince Street car park in collaboration with February's ArtVenture / window decal / painted doors project. Awaiting capacity grant award.

Christmas animation

Iain informed the board that a new building location is needed to project the animation as the chosen building are no longer able to do it. Stephen from Double Take will be visiting on Monday 12th November for a site visit.

Action: Clair to prepare Christmas marketing plan and focus on executing plan throughout November and December, working with town centre businesses promotions.

CCTV / parking / Wi-Fi

Iain has been holding meetings and following up conversations regarding CCTV with the new Chief Inspector Rob Sturton and how it can be implemented and managed for the town centre. The CCTV will directly influence the parking monitoring ability on Queen Street and run the potential town centre Wi-Fi.

Peterhead Seafood Festival 2019

A meeting was held on 30th October with Jamie Wilkinson of NESFLAG who stated that our Seafood Festival was a good fit for funding towards major requirements for next year's festival. Other funding would have to be sought for minor expenditures. A project plan must be sent to him by the end of November and a complete application by 5th January 2019.

Initial 2019 planning meeting took place on the 1st November with the following main actions:

1. Start (EMFF) grant application
2. Date set for Saturday 14th or 21st September check clashing events
3. Steering group set-up
4. Find event's organiser/ PR company to assist staging the event
5. Create an event timetable for visitors with a marquee holding a demonstration kitchen

Action: Iain to contact Buchan Development Management to enquire about assistance with funding application, and Carolyn Maniukiewicz for enquiry about event management.

Light Up Peterhead

Rediscover Peterhead are delighted to work with Light Up Peterhead and want to support their work going forwards to potentially access larger grants/funding for future events. The Board asked to be invoiced directly from Light Up's works contractor for £2,000 inclusive of VAT.

Action:

- Iain to liaise with Light Up group in arranging a more formal arrangement of collaboration

Gift cards

Elgin BID have successfully rolled out town centre gift cards, and this is a project that Rediscover Peterhead would like to explore for 2019.

Action: Iain to investigate the success of the scheme with Elgin businesses and organise a meeting with Elgin BID manager.

Meeting closed at 10.00 am

Next meeting date: 13th December, 8 am

Action: Clair to schedule 2019 board meeting dates.