

**City and Area of Inverness Economic Recovery Sub-Group
Monday 21 September 2020 at 12:00pm**

ACTION NOTE

Present:

Cllr Graham Ross (GR), Chair; Cllr Jimmy Gray (JG); Cllr Trish Robertson (TR); Cllr Janet Campbell (JC); Cllr Bill Boyd (BB); Cllr Isabelle Mackenzie (IM); Cllr Alex Graham (AG); Cllr Margaret Davidson (MD); David Haas (DH), Inverness City Area Manager; Allan Maguire (AM), Head of Development & Regeneration; Shane Manning (SM), Principal Traffic Officer; Alison Clark (AC), Head of Policy & Reform; Colin Howell (CH), Head of Infrastructure; Robin Pope (RP), Policy & Programmes Manager; Stephen Sheridan (SS), SDS

	Items	Note/Action Agreed	Action For	Action Undertaken
1.	Welcome/Apologies for Absence			
		<ul style="list-style-type: none"> GR welcomed Members and ran through the usual protocols to be adhered to during the meeting NOTED apologies received from Cllr Emma Roddick 	DH	
2.	Note from Previous Meeting			
		<ul style="list-style-type: none"> NOTED Members AGREED previous note as an accurate record NOTED BB raised several issues which were addressed as follows: <ul style="list-style-type: none"> Cancelation of last meeting- as a detailed briefing was given at CIAC the last CARG was cancelled to allow Officers time to progress actions Webcast/Public meeting- advised as this meeting is a Working Group the meeting is held within the Council's policy for Working Groups Meeting notes- discussion is ongoing with Committee Services regarding future minuting of meetings, in the meantime an action column is to be included in notes produced Consideration to be given to publicising the work of the Group more widely 	DH GR/MM/DH	<i>Understood that Action Note format was appropriate for this Working Group</i>
3.	Matters Arising from Previous Notes			
		City Centre Car Parking <ul style="list-style-type: none"> Shane Manning advised Members of the possible issues faced with amending tariffs and the detriment, along with income figures. Rose Street Multi-story provides the most potential due to its digital machines NOTED SM suggestion of opening HQ carpark to public during the day to generate some additional income ACTION: SM to comeback to Members with detailed figures NOTED Members suggestions for possible Christmas incentive to encourage 	DH SM	<i>DH checked with Inverness BID who are supportive of utilising Rose Street and want to work with the Council on this and potential events to support appropriate Footfall</i>

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		<p>increase in footfall for businesses</p> <ul style="list-style-type: none"> • NOTED JG highlighted caution moving forward as suggested this needs to be managed as charges are not currently excessive • NOTED JC proposal to consider some kind on incentive to encourage footfall. Although this proposal is to be held until more work has been reported back on • NOTED concerns were raised regarding online parking permit system being used isn't accessible to everyone. ACTION: Officers to raise this with the Chief Executive Donna Manson • NOTED SM to report back further at next CARG once more details are available • NOTED DH advised BID are aware of the pressures on the Council and are prepared to work flexibly 	MM/SM	
4.	Infrastructure Projects Update			
		<p>Allan Maguire update Members on the infrastructure projects</p> <ul style="list-style-type: none"> • Barron Taylor Lane/Ex Arnott's Building- legal issues currently being dealt with before letting. The target is to have the contract let by November • Eastgate Hostel- Owner has written to the Council with an update, still waiting on more detail on how to possibly take forward with HHA • Castle Project- Let enabling contract, hoarding is now up, and it is hoped story of the castle will be in place by end of the week • Victorian Market- Hoping to let contract this week, starting on site delayed until January due to 3 months' notice required • Northern Meeting Parking – seeking funding from City Heritage Trust • Raigmore Bus Route- negotiations are ongoing with UHI and NHS on best route to site. Options appraisal is being carried out • Bus Lane Project- NOTING BB concerns CH advised legal works are ongoing between parties. All 3 parties involved in the construction are working well together. Diligence must be followed <p>Spaces for People</p> <ul style="list-style-type: none"> • CH advised Members consultation is ongoing and he will feedback further in the near future • NOTED IM concerns regarding street spaces clutter could be putting people 	AMG/DH(VIC MKT)	
			CH	

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		off coming into town		
5.	SDS/HIE Update			
		<p>Stephen Sheridan SDS updated Members on the steps taken since the last briefing:</p> <ul style="list-style-type: none"> Members were advised of the plan going forward looking at the practical next steps. Work is continuing with the Highland Council in terms of economic recovery NOTED MD requested for SDS in their work programme to concentrate on job opportunities in fibre optics and green and what the requirements would be for training SDS are currently looking at training provision and will comeback to Members once more information is available SDS are working collectively with UHI NOTED highlighted the developed partnership working as vital going forward and the importance of keeping positive relations going 	MM/SDS (Anthony Standing)	
6.	CCTV			
		<p>Robin Pope updated Members on the current position with CCTV:</p> <ul style="list-style-type: none"> NOTED GR highlighted the importance to have the reassurance for City Centre Businesses NOTED JC concerns regarding the drug activity increase which is prevalent in central Ward NOTED a paper will likely be going to CIAC November on this DH reassured Members there is positive daily communication between the Council and Police. ACTION: DH/RP to get more information from Area Commander and brief Members further to understand how information is used to avoid duplication Possible contribution from ICGF, this is to be part of strategic approach discussions on how best to understand use of resources going forward NOTED Manager of control room, Burnett Road has given an open invitation to Members subject to agreeable suitable times. ACTION: DH to take this forward and arrange with Members 	DH/RP DH	
7.	ICGF Potential Use of			

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	Underspend			
		<p>David Haas/ Alison Clark advised Members following on from discussions on possible projects that could be focused on:</p> <p>Quick effective projects</p> <ul style="list-style-type: none"> • Victorian Market and Old Town branding • Decluttering of City Centre • NOTED it was AGREED these projects can be explored but are not to be treated as high priority with the view of utilising money from next year's budget • NOTED Members highlighted that welfare is to be the priority focus with the end of furlough looming and the uncertainty around unemployment • NOTED BB request for Academy Street to be the focus of decluttering • NOTED the importance for quick action regarding schools due to the impending October holidays. ACTION: AC to pick up with Sheila McKandie to ensure all Partners are aware of all routes of funding that can be used • AGREED if required a meeting is to be called after AC attends Friday's meeting due to the importance of ensuring action before school holidays 	<p>DH</p> <p>AC</p>	<p><i>Meeting arranged to progress high street project. Will update Members at next CARG</i></p>
8.	AOCB			
		<ul style="list-style-type: none"> • NOTED concerns raised by Members about Businesses not complying with COVID regulations. DH advised Alan Yates and the Environmental Health team are working with Partner agencies to ensure regulations are being followed. Joint patrols with the Police are continuing but there are challenges with the guidance changing daily. NOTED any Member with concerns are to advise DH of the Business involved 	<p>DH/Alan Yates</p>	
9.	Date of Next Meeting			
		<ul style="list-style-type: none"> • Next meeting is due to take place Thursday 8th October at 11am via Microsoft Teams 	<p>DH</p>	

**City and Area of Inverness Economic Recovery Sub-Group
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Cllr Graham Ross (GR), Chair; Cllr Jimmy Gray (JG); Cllr Trish Robertson (TR); Cllr Janet Campbell (JC); Cllr Bill Boyd (BB); Cllr Isabelle Mackenzie (IM); Cllr Alex Graham (AG); Cllr Margaret Davidson (MD); Cllr Emma Roddick (ER); Cllr Emma Knox (EK); Cllr Andrew Jarvie (AJ); Allan Maguire (AM), Head of Development & Regeneration; Shane Manning (SM), Principal Traffic Officer; Stewart Nicol (SN), Inverness Chamber of Commerce; Alison MacNeill (AMN), Senior Public Relations Officer

Items		Note/Action Agreed	Action For	Action Undertaken
1.	Welcome/Apologies for Absence			
		<ul style="list-style-type: none"> • GR welcomed Members and ran through the usual protocols to be adhered to during the meeting • NOTED apologies received from David Haas, Inverness City Manager 		
2.	Inverness Chamber of Commerce Introduction			
		<ul style="list-style-type: none"> • GR introduced and welcomed Stewart Nicol Chief Executive, Inverness Chambers of Commerce to the group • SN gave Members an overview of the position of the Inverness Chamber, the issues being faces and the view on recovery moving forward • NOTED SN deep concerns with the impending Brexit deals with the EU. The Chamber is positioned as best it can be to support businesses • NOTED Protect Highland launched this week. Inverness Chamber have made the decision to be free of charge. This is available to any organisation now and is GDPR compliant. It is hoped this will help encourage individuals back into the Centre • SN highlighted several positive projects that he believes should be focused on the bring employment, a flow of revenue and attract individuals. Eden Court, Victorian Market Development, Castle Development and the redevelopment of the Rail Station • SN highlighted the importance of welcoming campervans/ retired individuals to try and increase income • NOTED IM highlighted the importance of addressing all sectors within the Inverness area. The transport sector, Car Show rooms along with other retail sectors • NOTED it was AGREED the importance of positive communication moving forward and recognised the need for people to feel safe again. It needs to be emphasised what is safe to do • GR welcomed SN back to any future meeting to ensure there is cooperation into the recovery stage 		

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6.	Clean Air Day October 2020			
		<ul style="list-style-type: none"> • NOTED IM gave a brief overview of Clean Air Day and advised of the ties with active travel and the new housing developments in the area • NOTED TR highlighted her desire for a good park and ride system moving forward • Members were encouraged to take active travel and promote this further • https://www.ep-scotland.org.uk/clean-air-day/ • https://www.highland.gov.uk/news/article/12884/highland_council_supports_clean_air_day_and_working_hard_to_combat_climate_emergency 		
7.	Members Suggestions/ideas for potential projects to aid City Recovery			
		<ul style="list-style-type: none"> • NOTED AJ highlighted the importance to ensure businesses are supported now as if not there will be no City Centre left to recover. GR advised Malcolm Macleod previously arranged documentation with licensing to allow the hospitality sector to use outdoor space, but businesses weren't keen. ACTION: Officers are to see if businesses may be interested in this procedure again. But be aware the regulations may only be in place for the 2-week period • ACTION: Allan Gunn and Liz Denovan to be invited to next meeting to ensure any immediate items are pick up as city centre needs help • NOTED MD highlighted the importance of communication and to ensure there is a concrete effort to attract people back to the city centre • NOTED MD highlighted work needs to be done to look at the next 24 months to see where people who are becoming unemployed should focus their search when changing their career. Work needs to be done with SDS and others to ensure people are aware of sectors with opportunity • NOTED MD highlighted the importance of looking at support around poverty to ensure no one is falling through the cracks during winter 	<p align="center">OFFICERS</p> <p align="center">OFFICERS</p> <p align="center">OFFICERS/SDS</p>	

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		<ul style="list-style-type: none"> • NOTED Alison Clark is working through process for vulnerable families. School meal vouchers are being offered. ACTION: AC to attend next meeting to report back and for further discussion on funding packages • NOTED BB concerns with the current CRM system in place lacks confidence in this. He suggested looking at it differently and changing management for relationship with citizens. NOTED Carron is progressing work on this at present • NOTED GR advised any Member with suggested projects is to contact him direct so he can liaise with the Officers to see how these can be taken forward further 	<p>AC</p> <p>CARRON MCDIARMID</p>	
8.	Date of Next Meeting			
		<ul style="list-style-type: none"> • NOTED next meeting is scheduled for Wednesday 21st October at 2pm 		

**City and Area of Inverness Economic Recovery Sub-Group
Monday 9 November 2020 at 10:00am**

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	Items	Note/Action Agreed	Action For	Action Undertaken
1.	Welcome/Apologies for Absence			
		<ul style="list-style-type: none"> GR welcomed Members and ran through the usual protocols to be adhered to during the meeting NOTED apologies for late attendance received from Cllr Bill Boyd, Cllr Isabelle MacKenzie and Cllr Jimmy Gray due to other meeting commitments 		
2.	Federation of Small Businesses – David Richardson			
		<ul style="list-style-type: none"> DR informed Members of how FSB was created and how they have developed to where they are today. Members were then briefed on the situation being faced by Businesses in the area at present DR advised that the Highlands and Islands is more vulnerable to the impacts of COVID due to the dependence on Tourism Concerns not only with COVID but Brexit looming NOTED MD request for FSB focus on car parking to be put aside to ensure there is a clear message coming out from both sides. MD highlighted that when lobbying with Ministers it is important the same clear message is coming from FSB ACTION: DR to ensure MD is added to FSB press release distribution list NOTED DR reassured there is a voice locally in the Highlands and Islands NOTED DR emphasised the importance of footfall to keep Inverness going and ensuring people want to visit It is key to retain young people and attract young families into the area while preparing them for the world of work right now. SDS, HIE and Council are doing well looking ahead with this but NOTED MD concerns the approach isn't clear and joined enough. There needs to be a clear picture to signpost people to key future areas Opportunities with Cromarty Firth Port, Off-shore windfarms, Broadband and Fibre 	DR	

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3.	Operation Respect Winter 2020/21 – Police/HC			
		<ul style="list-style-type: none"> AG gave Members a detailed presentation on Operation Respect II which is focusing in on a wider form than the first time. He advised of actions taken so far including a review of beats, cycle patrols and the use of social media and actions for development this upcoming winter with the Festive Campaign taking a different form with pub and restaurant restrictions in place NOTED JC concerns raised on the impact drugs are having on the young and vulnerable in the Highlands. AG advised they are capturing and collating information on a database to ensure those vulnerable within the community are being engaged with by Local Community Beat Officer's Members were content with the comprehensive report supplied by AG and Police Team on measures being taken 		
4.	Streamlining of Streetscape – John Taylor/John Allan			
		<ul style="list-style-type: none"> DH advised Members of progress being made to reduce clutter on the High Street to ensure cyclists and pedestrians can share the space properly JT advised options are being looked at regarding moving of bollards JT welcomed Members to come forward with any ideas as he would be happy to look at them NOTED JC suggestion of possible lighting of Saint Mary's Church and the corner at Ness Walk NOTED MD declared an interest as family have a Market Stall. Traders are looking for more space for stalls at 2 markets in December. ACTION: DH to contact Debbie McBain on this to help attract footfall ACTION: Officers are to get costings on decluttering of bollards and benches for Members 	DH OFFICERS	
5.	City Centre Footfall – Rose Street Car Park – Shane			

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	Manning			
		<ul style="list-style-type: none"> SM briefed Members on the proposal he came up with to maintain footfall in the City Centre without effecting the service budget The proposed 2 hours free parking means longer stay prices would need to increase to keep it cost neutral There is no traffic regulation at the car park so there is no obligation to do any wider consultation and only give notice of new tariffs Looking to stay with new proposed tariffs going forward from February but adjusting the offer to £1 from then onwards NOTED MD requested JC to take a further look at spreadsheet of analysis done by SM. ACTION: SM to send copy of information collated to JC NOTED BB request for all parking to be looked at by AM and MM to help aid recovery NOTED DH advised Inverness BID are supportive of the proposal put forward by SM ACTION: Officers to clarify what authority of approval is required to take the proposal forward, if this can just to go CIAC or may need further approval 	SM	
6.	Festive Bounceback Campaign			
		<ul style="list-style-type: none"> Discussions are ongoing with Inverness BID and Highland News Media, the campaign will continue in the run up to Christmas and include sectors of retail, this will also include Businesses outside the City Centre Members are content with the progress being made so far with the campaign 		
7.	Notes of Previous Meeting			
		<ul style="list-style-type: none"> NOTED minutes from previous meeting were AGREED as an accurate record 		
8.	Matters Arising from Previous Notes			

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		<ul style="list-style-type: none"> • NOTED GR is to meet with Fiona Cameron regarding the offering for campervans in the City Centre • NOTED a paper is to come forward with the ICGF underspend after the workshop • NOTED DH advised it is being looked at getting a contractor in to clean the 3 Graces, general street cleaning is being picked up with the team and they are doing this as resources allow. ACTION: DH to comeback with some more detail at next meeting • ACTION: DH to follow up JC query of 3 virtues plaque with Cathy Shankland as there was action being undertaken pre COVID on this • NOTED MD requested to have a strategic plan pulled together to ensure work is not lost sight off. ACTION: MM and planning team to ensure links 	<p align="center">DH</p> <p align="center">DH</p> <p align="center">MM</p>	
9.	Infrastructure Projects Update – Allan Maguire			
		<ul style="list-style-type: none"> • AM updated Members on the progress of the major projects currently ongoing • Former Farmfoods Site- due for completion early December with move in scheduled for January. Timeline video is available on Inverness Courier Site • Castle Project- Hoarding up, contractor currently doing enabling works • Arnotts Building- still working with Owner. Challenging legal issues to see if it can be resolved. Hoped to start on site January • Victorian Market Refurb- hoped to start on site January • Bus Link- Tenders back, progressing well. Hoped to let tender prior to Christmas. 6-week project • Toni and Guy Bridge Street- in process of letting, has been taken to legal so hoped can progress shortly • Old Tourist Information Centre- deal done with Scottish legal Aid Service for short term let. Hoped in place for summer next year • NOTED MD request for more good news stories promoting projects underway to show how active Council are from PR Corporate Comms Office. ACTION: Work to be one with Alison in terms of developing some press releases • NOTED MM highlighted the Town Centre Fund Money needs to be allocated by March so there will be engagement with Members to see what potential opportunities there are 	<p align="center">OFFICERS/ CORP COMS</p>	

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10.	Members Suggestions/ideas for potential projects to aid City Recovery			
		<ul style="list-style-type: none">• NOTED GR is happy to receive any emails from Members with suggestions.		
11.	Date of Next Meeting			
		<ul style="list-style-type: none">• NOTED next meeting is scheduled for Wednesday 9th December at 2pm		