

**OSWESTRY BID
SUMMARY MINUTES
Wednesday March 27, 2019**

	<p>Present Ian Follington (IF) - Chair Heather Noble – Salt Solutions (HN) – Vice Chair Matt Potts – Shropshire Council (MP) Patrick Evans – Evans Enterprises (PE) Tim Morris- Booka (TM) Allister Moutrie – Sainsbury’s (AM) Adam Shillcock – Boots (AS) James Woodward – Coldmove (James W)</p> <p>Adele Nightingale – BID Manager (AN) John Waine - (John W) Isabelle Waine – Clerk to BID (IW)</p>
1.	<p>Welcomes and Apologies: IF welcomed members. Apologies: Rebecca Jones, Stuart Phillips</p>
2.	<p>Minutes of Last meeting and Actions arising: Minutes of last meeting approved. Actions arising reviewed.</p>
3.	<p>Conflicts of Interest. Currently no conflicts of interest with board members re current outlined projects.</p>
4.	<p>BID Manager Report</p> <ul style="list-style-type: none"> • Plan to improve communication with Levy Payers – Open Meeting April followed by a rolling programme of meetings • Levy - 2019 Levy Bills have been issued by Shropshire Council NDSC. The Voluntary Member (VM) invoices will be going out next week (we currently have 5 VM’s). • Green Space Project – working with parties to link Section 106 monies to available matched funding to improve biodiversity of public access land near Leisure Centre
5.	<p>BID Governance</p> <p>I. Treatment of Board Minutes: Motion that a Summary of Board Meeting Minutes be made available on the website. Unanimous agreement</p> <p>II. Oswestry Borderland Tourism Motion to formally recognise the Oswestry Borderland Tourist Board (OBT) as a Partnership Organisation, as defined in our Articles, to represent the interests of the tourism sector. There would be no levy charge incurred in this and the OBT Board and members would not receive the benefits that accrue to BID Levy Payers. Unanimous agreement. AN to discuss with OBT.</p> <p>III. Night-time Economy Representation Continue to seek representation from Night-time and Evening Economy on Board. Noted.</p>

	<p>IV. Voluntary Member request from British Ironworks. BID has received a request from British Ironworks to become a Voluntary Member. The company is outside of the BID Area. The issue was discussed at length and overall it was felt that the request should be granted. Carried by a majority.</p> <p>V. BID Office Support A part time BID Administrator is required in response to the increasing workload on the BID Manager as projects ramp up. The role of this person would be to provide active support at the project level to help BID delivery against its goals. Unanimous agreement.</p>
7.	<p>BID Budget Year 2 Board approval sought for formal 2019 Project Plan for projects with current allocated funding and for the 2019-2020 project pipeline. Unanimous agreement.</p>
8.	<p>Projects</p> <p>I. Website/Branding - Website construction progressing, expected complete in 2 -3 weeks. Then focus will be on on the content build. JW2 to send another email to Levy Payers to follow up previous calls for their details for inclusion in the directory.</p> <p>II. Boot/Greggs Alley (Cake Walk) – Working with all parties to ensure the newly developed alleyway next to Boots offers the large number of residents, workers and visitors who enter and leave the town centre this way every day. Board asked to approve estimated Phase 1 BID contributions of @£7,200.00. Board agreed but strongly advocated that contributions for Public Space/Public Realm funding be sought from Local Authorities.</p> <p>III. Signage/Traffic Control update. Signage Survey Report has been given to Shropshire Council and the Council Highways Team are coordinating their response (i.e. plan to carry out the works requested).</p> <p>IV. Footfall data mapping/free WiFi – Working through the legal advice sought on Terms and Conditions and Licence Agreement from the preferred supplier of footfall monitoring and free WiFi network for the town centre area. BID Manager has formally written to OTC seeking a contribution towards costs. The issue goes before OTC next Wednesday (3rd April).</p> <p>V. Potential Funding Sources</p> <p>a. Low Carbon Funding – Continuing to work with Levy Payers in participating in the Low Carbon Funding opportunity.</p> <p>b. Biodiversity Funding - Still exploring a number of projects where Biodiversity Funding could be used to good effect in the BID Area and discussions are continuing with relevant parties.</p> <p>c. Future High Street Funding - An application has been made to the Government’s Future High Street Funding. SC put forward both Shrewsbury and Oswestry. BID is working closely with both OTC and SC, as well as other interested groups, to develop a plan to improve the health of the town centre and its general amenity.</p> <p>VI. CCTV - BID has been investigating the potential to extend and expand the current town centre CCTV network within and beyond the town centre into the</p>



	<p>industrial area. There is strong support from the Board to continue to look at the potential of the CCTV project and seek matching funding for any project.</p> <p>AN undertook to continue to develop the scope of the project and report back to the Board.</p> <p>VII. Local Signage/Map - Pro-active initiative by BID to replace/update the public town maps around the town centre. Currently estimated at 6 or 7. Estimated cost of project £431.25. Motion for Board to approve funding. Unanimous agreement.</p> <p>VIII. Pubwatch/Shopwatch – BID has been investigating the DISC system as used and funded by Shrewsbury BID to improve communication and collaboration between businesses in combating crime and anti-social behaviour. Discussion of potential Pubwatch/Shopwatch scheme for Oswestry that could be broadened out to “Businesswatch” for all Levy Payers. The Disc System could work in tandem with the current/proposed CCTV plan. Motion that Board support BID funding for DISC (subject to a cost analysis). Unanimous agreement.</p>
9.	<p>Financial Report.</p> <p>Current Bank Balance as at 26/3/19 - £155,607.31</p>
10.	<p>Any Other Business.</p> <p>New Road/Roundabout plans for Mile End – General discussion of current preferred proposals for Mile End Roundabout and potential impact on Levy Payers.</p> <p>AN proposed that meetings be moved to 4pm. Agreed by Board Members</p> <p>Next Meeting: Tuesday 23rd April at 4pm. Venue: Wynnstay Hotel, Oswestry May Meeting: Tuesday 21st May at 4pm. Venue: BID Office Meeting Room</p>