

OSWESTRY BID - Minutes

Tuesday, 21st May 2019

Venue: Sainsbury's

	<p>Present</p> <p>Heather Noble (HN), Salt Solutions - Vice Chair Rebecca Jones (RJ), DRE - Treasurer Allister Moutrie (AM), Sainsbury's Patrick Evans (PE), Evans Enterprises James Woodward (JW), Coldmove Stuart Phillips (SP), Celt Rowland Lee Lucks (LL), Oswestry Borderland Tourism Emma Chapman (EC), Shropshire Council</p> <p>Adele Nightingale (AN) - BID Manager John Wayne (JW2) - Clerk</p>	
1.	<p>Welcomes and Apologies:</p> <p>HN welcomed members and thanked Sainsbury's for hosting the meeting. Apologies from Ian Follington, Tim Morris and Adam Shillcock.</p>	Action
2.	<p>Minutes of Last meeting and Actions arising:</p> <p>Minutes of last meeting approved. Any actions arising to be dealt with during the meeting.</p>	
3.	<p>Conflicts of Interest.</p> <p>Currently no conflicts of interest with board members re: current outlined projects.</p>	
4.	<p>BID Governance</p> <p>I. BID Administrator position</p> <p>AN updated board on interviews of 4 candidates for role. Eventually went for Lindsey Pierce, lives locally, has a law degree, knowledge of social media, enthusiastic, has used Xero in the past. She has been formally offered the role and will start 3rd June. Probation for 3 months, to review then. She's open to role becoming full time. *Board pleased with appointment.</p> <p>II. Honorary officer.</p> <p>Noted that John Wayne has been offered and accepted role of Honorary officer, to attend BID meetings, and advice as appropriate. *Board Decision: Agreed.</p>	
5.	<p>Finance</p> <p>I. Levy Collection Year to date</p> <p>AN: £40,723.40 + VAT collected from March levy invoices. £106,228.13 + VAT from April levy invoices.</p> <p>II. Cash in Bank.</p> <p>AN: £182,343.44 in bank as at 30th April 2019.</p> <p>III. Budget Update.</p> <p>RJ: Covered last years Balance Sheet. £190k surplus from last year. RJ summarised figures and P&L statement.</p>	

<p>6.</p>	<p>BID Manager's Report</p> <p>- Night-time economy AN talked about difficulty of finding a representative of the night-time economy to join the BID Board but happened to meet Julie Gibson and Paul Fitton (who run The Kings in the town centre) at the PubWatch meeting. AN spoke further with Julie Gibson to explain the BID, and she showed interest in being a BID Board member. AN proposes Julie Gibson to come to the next meeting to share her experience of the night-time economy in Oswestry with a view to the board deciding on offering her to be a BID Board member. * Board agreed.</p> <p>- New Voluntary Member AN – Ocean Telecom have become a Voluntary Member of BID.</p> <p>- British Ironworks Concern was expressed that a press release mentioning support of Oswestry BID was issued by British Ironworks without authorisation from BID. LL suggested a meeting with Clive Knowles, British Ironworks, to clarify position and lay out ground rules going forward. AN agrees and would like a more formal agreement in place. AN to set-up meeting with British Ironworks, OBT and BID. * Board agree approach.</p> <p>- Street Lighting AN/IF have been talking with OTC about the ornate street lighting especially around Bailey Street, many of which don't work, need repairs, or pose a health and safety risk. AN walked the area with Jason Hughes (SC), Steve Charmley (SC, Deputy Leader) and Corrie Davies (SC) to examine issue in detail. There was dispute as to which council, SC or OTC, 'owns' and is responsible for these lights. Lights on Festival Square which weren't working, now are – a timing issue. 2 column lights and 3 uplighters at the back of Boots to be taken on by SC and repaired/replaced. It was noted that when replacing lights, consistency of style and suitability should be encouraged. Jason Hughes (SC) agreed to support OTC with info on sourcing lights and parts. AN is engaged in correspondence with both councils to clarify ownership, so action can be taken. * Board agree approach.</p> <p>- Future Oswestry Group (FOG) AN had sent link around to Board with info on FOG. Next FOG meeting in a couple of weeks. T&Cs have been agreed.</p> <p>FOG was born out of the prospect of a successful joint application to the Future High Streets Fund and includes representatives from BID, OTC and SC. FOG's main purpose being to promote and support greater collaboration between the 3 parties and other local groups. AN/IF clear that it must be a vehicle for action, solutions and quick wins not just dialogue and report generation. * Board agree approach.</p> <p>- Local Railway AN talked about the report by Sheila Dee from Gobowen Community Railway on the restoration of main line services to Oswestry through Gobowen. Sheila has case studies from other towns that have overcome more difficult hurdles than those presented in Oswestry. AN, Sheila and Cambrian Railways to meet on Thursday to discuss. AN to pursue with Sheila to look at feasibility of project. * Board agree approach.</p> <p>- Mile End Roundabout Concerns expressed about the on-going state of this roundabout and the message it sends to visitors to the town. AN has been working on this and found that it is controlled by Highways England – who AN/IF will meet on 14th June to see what can be done. Local artists have also been asked to consider possibilities for the site. EC mentioned that biodiverse wildlife meadows have worked well in other places. * Board agree approach.</p> <p>- Road Markings AN pursuing the issue of poor road markings within the BID Area with Steve Davenport (SC), who has agreed to look into it and report back. * Board agree approach.</p>	<p>AN</p> <p>AN</p> <p>AN</p> <p>AN</p> <p>IF/AN</p>
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	<p>- Oswestry Integrated Waste Facility entrance AN speaking with Steve Davenport (SC) on possibilities for a new access route to the facility which would greatly alleviate traffic congestion and poor interaction on the Mile Oak estate. AN also speaking with Pentons about same. Board agree that project would make a significant positive difference to the Maesbury industrial area. * Board agree approach.</p>	
7.	<p>Project Updates</p> <p>I. Website/Branding. JW2 working with Source on image sources, allocation; categorising of businesses; and textual content. * Board agree approach.</p> <p>Boot/Greggs Alley (Cakewalk). AN spoke of the hope that Boots will agree to take down canopy. Also, looking at improved lighting in the area. AN looking for Boots' agreement for the erection of murals on the wall leading to the shop where previous office windows had been blanked off. * Board agree approach.</p> <p>II. Town Maps LL updated that there were now 15 maps in total with OTC paying for 3 new ones. To be installed at relevant locations across the town such as market hall, park, and visitor centre. Each map is distinctive to the location and contains walking distances to the nearest attractions. New maps contain photo images rather than artist impressions. BID will pay £354 for replacement maps. Laminated maps to be installed by end of June. * Board agree approach.</p> <p>III. Wayfinding. AN had sent around IF's notes and proposal from FRA (Wayfinding specialists). Quote was £7250+VAT to review wayfinding signs for content, consistency and strategy. FRA would provide a master plan for the longer term including entrances to the town and industrial estates. AN noted that wayfinding was different to the project of getting existing road signs in working condition which is continuing with SC. AN put to Board that at the next FOG meeting, BID would say that <i>could</i> they commit to the FRA wayfinding proposal (or similar) only if SC/OTC commit to the project and work on the subsequent wayfinding master plan as resources permit. AN to go back to FRA asking for case studies, likely costs and breakdown. AN also to consider other companies in the wayfinding area. * Board agree approach.</p> <p>IV. Footfall/WiFi PE summarised current state of play including reviewing payment terms with Elephant. PE to meet with them next week. PE's looked at the GeoSense map and the new suggested locations such as the bus station. On proposed new layout there are now 10 units, a small reduction. Project is moving along, and PE will update board when required. * Board agree approach.</p> <p>V. CCTV AN/IF had CCTV meeting on 30th April with partners, discussed at length the additional cameras, types, costs, resources, screens for volunteers and server space requirements. New camera on industrial estate will focus on rail track, plus 2 new mobile units. 23rd May OTC meeting to discuss giving their support to the project. AN – hopefully 3 weeks to order, and 3 weeks to installation by O.R.P. In total, 12 current, 10 additional. Industrial estate to have 3xANPR and 4xTilt&Zoom cams. * Board agree approach.</p> <p>VI. Balloon Carnival AN noted carnival is progressing. Additional parking made available at Smithfield Cattle Market with a shuttle bus into town, £2/car charge. AM/AN discussed planning for numbers and bus frequency. AN - Next week, posters, itinerary and events listings will be available. AN – intention is to send a Carnival Business Pack to support businesses getting benefits. HN – suggested board invest time to take posters around. Discussion on how businesses can make the most of it, and how to communicate the benefits to Levy Payers. Discussion on measuring of numbers attending and insurance. * Board agree approach.</p>	AN

	<p>VII. Festival Strategy idea AN introduced the idea of asking a freelance events person to develop proposal for a new Oswestry festival to help increase footfall – with the prospect of a feasibility report being produced. EC suggests AN speak with Beth at Shrewsbury BID, as this is an area they have done a lot with. Discussion about whether we already had much of this information, and that there were people locally that could give ideas on the town’s needs and whether or not there was a window in the calendar for a new festival. *AN to explore further.</p> <p>VIII. PubWatch Adam Shillcock has agreed to be chair of ShopWatch once up and running. AN notes that Shrewsbury BID run PubWatch there. AN to meet with current PubWatch chair about DISC campaign. * Board agree approach.</p> <p>IX. BID Training AN noted that work progressing on BID Training for Drug Health and Mental Health for customers and staff. AN to put together dates. Costs are £350/day for town centre and industrial estate. Drugs Health course can take 20 attendees in morning, and 20 in afternoon. Mental Health training is £340 for half day course for 20 attendees, plus £13 per attendee for course materials.</p> <p>Detailed discussion on how to charge for courses across levy and non-levy payers. Intention was to support businesses in this, and on the first occasion, idea was to prioritise BID members (levy payers), 1 person per business; and to put non-levy payers on waiting list to be allocated should spaces be available. If more than one person wanted to attend from a business, there’d be a £10 charge. Also, that there be a charge for non-attendance, should BID not be informed within a reasonable period, say, 2 weeks before. AN to assess discussions and develop a way forward. * Board agree approach.</p> <p>X. Low Carbon Funding/BEEP AN - Project is on-going, BEEP accepting registrations for those already having shown interest. Comment that ‘Low Carbon’ fund has mostly been allocated. Suggested that there’d probably be another round.</p>	<p>AN</p> <p>AN</p>
<p>8.</p>	<p>Next meeting</p> <p>Tuesday, 18th June at 4pm – Venue: Sainsbury’s offices</p>	