

OSWESTRY BID – Summary Minutes

Tuesday, 18th June 2019

Venue: Sainsbury's

	<p>Present</p> <p>Ian Follington (IF), Chair Heather Noble (HN), Salt Solutions - Vice Chair Allister Moutrie (AM), Sainsbury's Patrick Evans (PE), Evans Enterprises James Woodward (JW), Coldmove Stuart Phillips (SP), Celt Rowland Emma Chapman (EC), Shropshire Council John Waine (JW2), Honorary Officer (by invitation)</p> <p>Adele Nightingale (AN) - BID Manager Lindsey Pierce (LP) – BID Administrator/Clerk</p>	
<p>1.</p>	<p>Welcomes and Apologies:</p> <p>IF welcomed members and thanked Sainsbury's for hosting the meeting.</p> <p>AN introduced Julie Gibson from the Kings Head and The Station Grill, to speak in regard to becoming a Board Member helping to represent the interests of the evening and night time economy.</p> <p>Apologies from Rebecca Jones, Tim Morris, Emma Chapman and Lee Lucks.</p>	
<p>2.</p>	<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>	
<p>3.</p>	<p>Conflicts of Interest.</p> <p>Currently no conflicts of interest with board members re: current outlined projects.</p>	
<p>4.</p>	<p>BID Governance</p> <p>I. Company House addresses.</p> <p>Noted that Adam Shillcock's Company's House address is listed as Boots Head Office and he needs to provide an updated address with his change of employer.</p> <p>II. Julie Gibson as a potential Board Member.</p> <p>Discussions with Julie Gibson of the Kings Head and The Station Grill re potential Board Membership</p> <p>Julie Gibson gave a brief history of her and her families involvement in the Oswestry night time economy. Board agreed that she would provide good representation from the night time economy. *Board Decision: Unanimous agreed to invite Julie to become a Board Member</p>	
<p>5.</p>	<p>Finance</p> <p>I. Levy Collection Year to date</p> <p>IF: £176,341.84 inc. VAT collected in May from Levy Payers for Year 2. We have invoiced Shropshire Council (SC) for £75,753.13 inc. VAT from the June Levy collection.</p> <p>II. Cash in Bank.</p> <p>IF: £383,447.48 in the bank account as at 31st May 2019 – less cheques to be cashed, therefore approx. £350,647.48. This will rise to approx. £426,400 once the June invoice is paid. There is a VAT payment due to go out.</p>	

6.	<p>BID Manager's Report</p> <p>Future Oswestry Group (FOG) AN confirmed next meeting 4th July. Terms of reference and protocol agreed. AN & IF meeting with Emma Smith (SC) to compile details of empty shops and premises in the Town Centre on the 24th June. AS stated, these have been done before. IF and AN confirmed no central data is currently available. Discussions have been held regarding improvements to the Town Centre traffic management. AN stated that BID had offered to undertake a survey of Town Centre businesses to collate their concerns and ideas.</p> <p>Meetings AN confirmed that AN and LP were meeting with the Hermon Chapel and Kinokulture to discuss the BID and becoming Voluntary Levy Payers.</p> <p>Road Signs AN continuing to chase SC for agreed action to be completed over maintenance, repair and removal of traffic signs.</p> <p>Loyalty Schemes AN, LP, IF and JW2 meeting with Loyaltyfree and Miconex to understand what they have to offer. AN confirmed we would provide an update once we have met with both. IF confirmed that we would need to ensure that a solid group of Levy Payers were on board and would actively support a loyalty scheme before we put it forward to the Board as a recommendation. AN confirmed that we were looking at both card and App based schemes. AN and LP will speak to local businesses to gain their views.</p> <p>Oswestry Balloon Festival AN confirmed that a business pack would be sent out around businesses w/c 29th July. House of Party have offered to provide balloons to go with the packs.</p> <p>Social Media AN confirmed all set up and LP would send around links to Board Members.</p>	
7.	<p>Project Updates</p> <p>I. Website Update – JW/AN John confirmed much of the text and images had been sent over to Source. Source requesting news items and some additional text then we should be able to review, tweak and go live within the next few weeks. <u>Targeting a July launch.</u> Currently around 100 of the BID businesses have registered to be included in the Business Directory.</p> <p>II. Mile End Roundabout – AN/IF Adele and Ian discussed the meeting they had attended with SC Highways Officers and Highways England to look at the suggested ideas for a gateway installation/sculpture on the Mile End Roundabout. The meeting was positive with Highways England welcoming the early engagement with themselves. They highlighted there were issues but that they were prepared to work with us to try and find a way forward. BID now has to formally write to Highways England with a proposal in order to start the process. This looks to be a project that will take some time but worth the effort in terms of raising the towns profile for the hundreds of thousands of motorists who pass through the roundabout each year.</p> <p>III. Boots Alley/Cake Walk – AN BID is still trying to work with Boots to get permissions for the them join in on the scheme. Work continues regardless to make the best of the rest of the scheme.</p> <p>IV. Signage/Traffic Control – AN New town maps are being printed this week with the plan to install them on the boards around town next week. AN chasing SC to complete the cleaning and tidy up operation of the traffic signs highlighted in the signage survey we submitted to them.</p> <p>V. Wayfinding - IF IF discussed the Wayfinding proposal that was tabled at the last meeting. The proposal we have is from FRA Consulting based in Shrewsbury. They are experts in Wayfinding and have work with many towns and developments to review their whole system and project manage the way forward. Cost for initial consultation to draw up a master Wayfinding plan for Oswestry is £7k. This would encompass both the industrial areas and the town centre and be focussed on raising the profile of the town, highlight what it has to offer and ease navigation</p>	

	<p>of the BID Area.</p> <p>IF proposed that BID proceed with this providing that we can secure a minuted commitment from FOG to support the process and actively engage with us on any implementation plan. In the meantime, we will also go out for a comparative quote from another company.</p> <p>*Board Decision – Agreed to take the proposal to FOG and if they agree to commit to the project moving forward the BID will pay for the initial consult circa £7k</p>	
VI.	<p>Footfall/Free Wi-Fi - AN</p> <p>Order has been placed with Elephant Wi-Fi for the agreed Footfall/free WiFi network. The deposit invoice has been paid. Technical surveys are planned for next week. Plan for complete installation – October 2019.</p>	
VII.	<p>Town Centre Lighting – AN</p> <p>Adele still pressing SC & Oswestry Town Council (OTC) to repair the non-functional ornamental lighting in Bailey Street and at The Cross.</p>	
VIII.	<p>Mile Oak Estate – AN</p> <p>A meeting has now been set with SC 15th August to look at the issues on the industrial estate, signage, traffic flow, truck park, access to the tip, traffic management (amongst other issues). Tim Morris to attend this meeting with AN.</p>	
IX.	<p>Railway Connection – AN</p> <p>Adele and Ian attending a meeting on 24th June with Cambrian Railway, Community Railway Officer, SC and Highways officers to discuss the feasibility and process of re-instating Oswestry rail track back to the network at Gobowen. If possible, this could bring major economic growth to Oswestry.</p>	
X.	<p>CCTV – AN</p> <p>The proposal has been passed to Graham Oliver, Police & Crime Commissioner (PCC) Community Ambassador, for their review. This needs to happen before we complete funding forms to the PCC. Their meeting is being held later this week. OTC have agreed to main body of the proposal with only minor modifications.</p>	
XI.	<p>Balloon Carnival</p> <p>Covered in BID Managers Report.</p>	
XII.	<p>BID Festival Proposal</p> <p>IF led group discussion:</p> <ul style="list-style-type: none"> - obtain a shortlist of proposed events - need to it to be efficient and effective - possibly look at other areas and events that have worked there - discussed John Rostron consulting in this matter given his broad experience and network of contacts <p>Discussion took place around engaging John Rostron for Phase I of his proposal at a cost of £1,300 this would give him the time to scope out potential ideas, consider any issues such as licensing, governance etc. and propose 3 ideas and give estimates on budgets/timelines.</p> <p>*Board Decision – Agreed</p>	
XIII.	<p>Pubwatch/Shopwatch – AN</p> <p>A meeting is being held on 20th June with Pubwatch Chair, Treasurer and CCTV controller to discuss the BID providing the DISC system and supporting Pubwatch as per the system that runs successfully in Shrewsbury.</p>	
XIV.	<p>BID Training – LP</p> <p>Training date/venue has now been set for the Mental Health Training. LP is now to design a poster and registration form and promote the event through social medial. We are just waiting for confirmation on the Training for the Drugs Awareness course and LP can then do the same for that.</p>	
XV.	<p>Potential Funding – AN</p> <p>The BEEP funding window has opened, and the fact sheet and registration form has been circulated to Levy Payers and promoted on social media. We will re-send this information out in July 2019.</p> <p>Low Carbon Funding is available but is much more difficult to access and many of the Oswestry businesses would not qualify.</p>	

8.

AOB

JW wanted to have a plan for 'promoting' Oswestry beyond the town and everyone agreed that once the website is live, we need to have a strategy for marketing and promoting Oswestry further afield.

Next Meeting Date:

WEDNESDAY JULY 31ST 4.00PM – COLDMOVE