

OSWESTRY BID - Minutes
 Wednesday, 9th October 2019
 Venue: Wynnstay Hotel

	<p>Present</p> <p>Ian Follington (IF), Chair Heather Noble (HN), Vice Chair Patrick Evans, Evastore James Woodward (JW), ColdMove Tim Morris (TM) Booka Adam Shillcock (AS) Post Office Lee Lucks (LL) Oswestry Borderland Tourism John Waine (JW2) Emma Chapman (EC), Shropshire Council</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 James Woodward for hosting the meeting.</p> <p>Apologies - Allister Moutrie, Julie Gibson and Rebecca Jones</p> <p>Non-attendance – Stuart Phillips</p>	
<p>2.</p>	<p>Presentation from Oswestry Balloon Festival</p> <p>Lorna Hankey from Linstrand and Luke McDonald from Nightingale House gave a presentation in respect of the Oswestry Balloon Carnival. They provided a history of the event since it has been in Oswestry, and ran through the success of this year’s event. They provided both positive and negative feedback and details of what they would look to improve on next year and sought sponsorship for the event in 2020.</p> <p>Board discussed pros and cons of sponsoring next years event, in particular increasing local business participation and ensuring that we grow the carnival as a town event.</p> <p>IF called a vote. *Board unanimously agreed to sponsors the event next year in the sum of £10,000.00</p>	
<p>3.</p>	<p>Minutes of Last meeting and Actions arising:</p> <p>Minutes of last meeting approved.</p> <p>Any actions arising to be dealt with during the meeting.</p>	
<p>4.</p>	<p>Conflicts of Interest.</p> <p>Currently no conflicts of interest with Board Members re: current outlined projects.</p>	
<p>5.</p>	<p>BID Governance</p> <p>Nothing to report.</p>	
<p>6.</p>	<p>Finance</p> <p>I. Levy Collection Year to date</p> <p>IF: Levy collection in year 1 was £250,832.00 – 97.83%</p> <p>Year 2 approx. £246,000 – 95.86% collected so far.</p>	

	<p>II. Cash in Bank.</p> <p>IF: £337,437.76 in bank as at 30th September 2019.</p>	
7.	<p>BID Manager's Report</p> <p>- Future Oswestry Group (F.O.G.) AN confirmed next meeting on 10th October 2019. AN confirmed that as part of this, a meeting with set up with commercial estates, SC and OTC to discuss the empty units and what the main issues were with letting the units and what could be done to help. IF confirmed that some good feedback was received and AN confirmed, we would be looking to host another meeting with the agents and to invite some landlords to attend as well.</p> <p>- Heritage Action Zone (HAZ) funding AN attended first meeting with SC, OTC and the HE on 3rd October 2019 to discuss funding. AN confirmed it is matched funding and can be from £700,000 to £1million. Criteria still being clarified but would be looking at shop fronts, alleys etc and FOG would be the group that decides and proves the spending. EC asked if this would be relevant for business to apply to for improvements to shop fronts etc. AN explained that it could be, but is sometime off and still finalising details.</p> <p>- New Voluntary Member AN confirmed that Bridge Coffee have joined as voluntary member.</p> <p>- Meeting with Victoria Doran from SC Highways AN met with Victoria on 19th September 2019 and reviewed programme of work re line painting and to understand what else SC highways were responsible for. There is currently a programme of work for line painting around Oswestry TC and this would be looking to be completed by the end of the financial year. Victoria has promised to keep AN updated with when work will commence.</p> <p>- Bus Station Phil Lewis had raised issues over the condition of the bus station to AN. AN had spoke to Zoe Mortimer from SC and is arranging to date to inspect the bus station.</p> <p>- Signage/Traffic Control AN meeting with Steve Brown SC – Assistant Director of Infrastructure and Communities, and OTC. This is to look at what SC should be doing in and around Oswestry, in order to coordinate Highways, signage etc.</p> <p>- Meeting with Frances Darling SC Licensing AN was to meet with licensing to discuss new taxi changes and new rules coming so we could understand the issues. AS asked if this had been brought to us from levy payers, are there any taxi firms which are levy payers? AN confirmed that there are not, but the issue had been raised via Pubwatch and would impact our night-time economy.</p> <p>- Regal Group AN confirmed we have recently had an update. All still moving forward and they have recently received £15,000 and drawn up business plan.</p> <p>- Business Consortium Meeting AN confirmed meeting set for 12th November 2019 to discuss industrial area. 8 businesses have already confirmed attendance. AN explained that we would also be looking at a business expo and IF confirmed we would be looking for feedback.</p> <p>- Children in Need AN confirmed Children in Need were coming to Oswestry on 10th November and currently waiting on OTC to announce it. OTC will pass marketing materials over to promote. OTC had asked for help to produce a ‘all things Oswestry hamper’ that can be given to the team and for business engagement on the night.</p>	

8.	<p>Project Updates</p> <p>I. Core Projects</p> <p>- One Oswestry Website LP confirmed 8746 views so far. Still work in progress and would continue to update etc. LP confirmed that social media as whole is improving and continues to grow and would be looking to work on both the social media and our website with David Richards as part of marketing.</p> <p>- Marketing AN confirmed met with David Richard and discussed looking at a yearly strategy of campaigners to help raise profile of Oswestry and BID. This would be split say into 4 quarters for the year business focused, the easter/summer events, Christmas etc. AN confirmed that we would be looking at keeping stats for the website, social media etc in order to monitor engagement of campaigners and projects etc.</p> <p>- Wayfinding IF confirmed workshop had taken place on 26th September. They had gone around the town taking pictures and making notes which was feed back into the workshop. Currently seeking detailed report following the workshop/</p> <p>- Footfall/Free WiFi AN confirmed that obtaining permissions had been difficult. SC had confirmed yes but still chasing form and OTC had more questions. A few private property permissions outstanding as well and JW asked if board could help with this. AN agreed to forward list to directors.</p> <p>- CCTV AN chasing PCC/SC for update as to when the money will be received. Funds are coming directly to Oswestry BID. IF suggested match funding those agreed for now and reviewing other cameras again. JW asked if any planning issues in respect of the cameras? AN confirmed all provisionally agreed.</p> <p>- Cost saving scheme AN confirmed that we have spoken with Auditrial and ERA. Both have advised that as they deal on a commission basis that this model doesn't work for them. AN has gone out individually for testimonials to other BIDs who all recommended Meerkats. AS suggested, we put it to a vote *Board unanimously agreed in favour</p> <p>IF confirmed it is a 12 month contact and would review AN confirmed that we would look for a January launch. PE asked is they use local suppliers as well. AN explained that they could and would supply a list of local suppliers for various areas.</p> <p>- Pubwatch/Shopwatch AN confirmed DISC order placed and were meeting with chair etc in 2 weeks. AN confirmed JG had been voted in as deputy chair. AN confirmed looking to make the meetings different and get licensing officers involved in the meeting and look to increase membership and attendance. AN meeting with Graham Oliver to discuss Street Angels – PCC keen to push through as funding is in place.</p> <p>- Taxi Marshals/Get home safe AN confirmed we have sort quotes for taxi marshals – Friday and Saturday night in December and new years eve. Varleys Security quoted £2065.00 for 2 x security on each night and looking at a few more. Would keep board updated. IF confirmed we would look to measure the success of this. HN asked who we knew that 2 security people would work? AN confirmed that quote provided on basis of what council used to provide. AN confirmed that this would also tie in with the business cards Get home safe campaign. LP highlighted that Arriva is looking at providing a night bus during December and were getting us a quote for</p>	<p>AN</p> <p>AN</p> <p>AN</p>
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	<p>this. They would look for BID to cover any remaining fees for running the scheme after deduction of the bus fares taken. *Board agreed to take forward and review costs once all quotes are received.</p> <p>- Industrial Estate AN confirmed that meeting had taken place re Mile Oak and waiting on SC to come back with a plan. Further meeting on 18th October 2019. AN confirmed that they are looking at a truck stop and the Livestock Market were keen but need to know how it would work. JW suggested that Pentons could trial it? AN would keep the board updated.</p> <p>ii. Long Term Projects</p> <p>- LoyalFree LP confirmed access to dashboard where we can monitor progress. LL confirmed she had questioned AN and IF as to whether, if they promoted LoyalFree in OBT 2020 brochure/website, could their members be promoted on loyalfree app. After discussions, it was agreed that any OBT town centre member under £12,000.00 could be included on app in return for free advertisement. Further agreed that a boundary needed to be determined in respect of OBT members that fall under £12,000.00 but are outside town centre.</p> <p>- Roundabout Sculptures AN confirmed that highways were still considering the proposal regarding the roundabouts. IF identified that the new mile end roundabout scheme did have an area of deadland that could be used. AN confirmed in contact with WSP and confirmed that they would provide updates on the works.</p> <p>- Festival/Event Strategy LP confirmed Halloween event underway and we have had good engagement from businesses for stalls with Covent Garden, Lepones and Edinburgh Woolen Mill taking some.</p> <p>- Railway Connection AN confirmed no updates. Waiting on Mark Barrow to come back to us regarding the feasibility study over a tunnel under the A483.</p> <p>- Training LP confirmed course were well received and well attended. We would now be looking at a social media and defibrillator training course. AS suggested a First Aid training course as well.</p> <p>- Oswestry Cup LP confirmed cup launching 11th October 2019. Very good uptake with businesses and public feedback had been excellent so far. Particularly loved the video that Tom from Liar Liar. IF explained that he believed the video was fantastic and we should look to speak to Arron from Tastes Like that filmed and produced it, to discuss producing further videos to showcase Oswestry.</p> <p>Any other business? Nothing raised.</p>	
<p>9.</p>	<p>Next meeting</p> <p>Tuesday, 12th November 2019, at 6pm</p> <p>Venue: North Shropshire College</p>	