

OSWESTRY BID - Minutes
 Wednesday, 4th September 2019
 Venue: The Fort Offices

	<p>Present</p> <p>Ian Follington (IF), Chair Heather Noble (HN), Vice Chair Allister Moutrie (AM), Sainsbury's Rebecca Jones (RJ), DRE Accountants Patrick Evans, Evastore James Woodward (JW), ColdMove Julie Gibson (JG) Station Grill Tim Morris (TM) Booka Adam Shillcock (AS) Post Office Lee Lucks (LL) Oswestry Borderland Tourism John Waine (JW2)</p> <p>Adele Nightingale (AN) - BID Manager Lindsey Pierce (LP) – BID Administrator/Clerk</p>	
1.	<p>Welcomes and Apologies:</p> <p>IF welcomed members and thanked Patrick Evans for hosting the meeting.</p> <p>Apologies from Stuart Phillips and Emma Chapman.</p> <p>Heather Noble confirmed attending however would (did) arrive late due to work commitments.</p>	
2.	<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>	
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. Julie Gibson</p> <p>JG paperwork to join the Board has been submitted to Company’s House – just waiting on confirmation.</p>	
5.	<p>Finance</p> <p>I. Levy Collection Year to date</p> <p>IF: Levy collection in year 1 was £254,650-31 – 97.79%</p> <p>Year 2 £252,565-79 – 94.27% collected so far and a monthly update is due in next week or so.</p> <p>II. Cash in Bank.</p> <p>IF: approx. £350K in bank as at 31st August 2019 with £13k due in from Shropshire Council</p> <p>IF checked that monthly bank report/statement had been sent out with last months. LP confirmed they have.</p> <p>IF, AN and LP discussed and agreed to send out the monthly bank report/statement with the agenda prior to the Board Meeting.</p>	AN

<p>6.</p>	<p>BID Manager's Report</p> <p>- Future Oswestry Group (F.O.G.) AN confirmed that a meeting to discuss empty units with the towns Commercial Estate Agents was being arranged with the help of SP and FOG members will attend. FOG is looking to generate a database and try to get engagement from commercial property owners and landlords in town centre. AN confirmed that FOG have signed off on the business questionnaire regarding town centre traffic flow, see action below. IF questioned whether this has been forwarded to Board Members?</p> <p>Confirmed it would be sent</p> <p>- Traffic Survey IF, LP and AN plan to conduct a walkabout to engage with businesses on the questionnaire. JW2 asked whether we were aware of the previous work down by the Townscape Group. IF confirmed we are aware of that and are looking to work with all parties going forwards, not reinventing or ignoring past good work. We would be going back to this and using as a plan to go forward as relevant people and specialists were engaged in this report.</p> <p>- Property Survey AN confirmed that ground truthing data on town centre properties was taking place next Wednesday. Would be looking at the vacant properties from the SC database and making sure it matched reality etc. AN asked if anyone else could spare a few hours to help</p> <p>- Art Festival AN confirmed a further meeting of interested parties on 18th to discuss a potential Oswestry Arts Festival next June. Board supportive of the initiative and keen to see the project scoped out and costed.</p> <p>- Party in the Park AN confirmed that off the back of the success of the Balloon Carnival there had been some interest in bringing back the Party in the Park. Cllr Jay Moore from OTC was raising the issue on social media and AN has been in contact with him to discuss and is arranging meeting to discuss. IF highlighted that this would need to tie in with a benefit to local businesses for us to support it. LL agreed, as this has been an issue with other events. IF agreed that we should learn from events as we go forward.</p> <p>- New Voluntary Levy Payer AN confirmed that as per the email sent out Nexus Electronics has come on as a voluntary member. Nexus have also offered help in respect of empty units – offering to carry out free electrical inspections in the units.</p> <p>- Meercats AN still looking at alternative proposals for comparison with Meerkats offering to assist Levy Payers with cost savings.</p> <p>- Meeting at Barnes and Mullins to discuss traffic in Mile Oak Industrial Estate. AN confirmed that AN, IF and PE had attended a meeting at Barnes & Mullin with SC representatives and other businesses to discuss traffic flow and parking issues on and around the Mile Oak Industrial Estate. Very positive discussions were held with a number of good ideas raised to reduce the problems. SC have confirmed that they shall come back with a proposal for a traffic management plan for the Mile Oak Industrial Estate within 6 weeks.</p> <p>- Pentons AN confirmed just come from a meeting a Pentons regarding initiatives to reduce traffic issues on the industrial estate. Mark Barrow and Steve Charnley from SC were in attendance. Good discussions were held, and some ideas floated. AN will keep the Board updated.</p> <p>- Upcoming meetings AN is meeting with Victoria Doran from SC on 19th September for update on road works, what work form our list is still to be done and timetable for further works. AN confirmed to LL that SC have contacted Highways England to remove the Tourist Information Centre signs for Mile End as it closed some time ago.</p> <p>- Pop-up events LP discussing a proposed pop-up Halloween Event in Festival Square with David Clough from OTC. Looking to link our event with the indoor market so it flows through the town centre. AN discuss budget – would be looking at around £1,500 to £2,000 for entertainment and DJ. JW2 suggested that we speak to the Marches to</p>	<p>AN</p> <p>AN</p>
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	<p>see if we can advertise it in their newsletter.</p> <p><u>Board supported the event and approved a £2,000 budget</u></p> <p>- Get Home Safe Campaign</p> <p>AN suggested that we could run a Get Home Safe campaign on the run up to Christmas. Business card with a number of taxis can be handed out to bars and restaurants and poster on back of toilets etc. JG asked whether this was something we could get police involved in and AN confirmed we could speak to them. AN stated that we would also like to try and get taxis involved in Pubwatch as well.</p> <p>LP also confirmed that Arriva are looking at a nighttime bus route on run up to Christmas and were going to forward a proposed timetable shortly.</p> <p>Also need to cost the provision of Taxi Marshalls for a limited trial to test the impact of such a scheme to guide the development of any longer-term initiatives for next meeting.</p> <p>- Street Angels</p> <p>AN confirmed that key personnel were not well and that there is someone else interested in taking over and would be reviewing the scheme after Pubwatch AGM</p>	AN
7.	<p>Project Updates</p> <p>I. Core Projects</p> <p>- Website</p> <p>LP confirmed website has launched. PE asked whether we had analytics up and running. LP confirmed that we have access to the Google Analytics and can review how it is performing for the next meeting.</p> <p>LP confirmed that issues on the site are being marked with JW2 and that both LP and JW2 have produced lists for Source to run through and would do this until the 6 weeks is up. LP asked everyone to continue to share website and any posts.</p> <p>- Marketing</p> <p>IF asked if everyone had reviewed the two proposals – CHPTR4 and MJ&J Marketing. IF noted that AN has recommended going with CHPTR4 following meeting.</p> <p>LP and AN ran through the proposal presented and confirmed they believed they could work well with David (CHPTR4), and it was clear that he understood what we needed as the BID. PE and JW both confirmed they have worked well with him and has helped in the areas they were lacking in.</p> <p><u>Board agreed to accept Phase 1 of CHPTR4’s proposal and review progress after that.</u></p> <p>- Boots Alley</p> <p>AN confirmed that gates are being put in and that the alley will be closed at night to stop anti-social behaviour impacting tenants. Landlord has confirmed the gates will stay open for late night shopping and town events. SC has confirmed now that they would fix the lighting in the alley, but the developer/landlord would then have to take on future responsibility for maintenance. Boots have fixed guttering issues.</p> <p>- Wayfinding</p> <p>AN confirmed workshop on 26th September. AN and IF would speak to them beforehand to review progress before the workshop.</p> <p>- Free WiFi and GeoSense</p> <p>AN confirmed meeting on 16th September to review progress. PE attending as AN on holiday.</p> <p>OTC are fully supportive but have some concerns regarding installation linking to electrical boxes supporting the Christmas lighting. Would await outcome of meeting but need to continue to push as want the system to go live before Christmas.</p> <p>- Christmas Parking</p> <p>OTC takes instruction from Oswestry Chamber of Commerce (OCC) regarding relaxation of parking charges over Christmas. AN has spoken with OCC and would be looking at free parking on the 3 Saturdays running up to Christmas. OTC have requested that any proposal be put in writing to them.</p> <p>- CCTV</p> <p>AN – an application has been made for match funding for the expansion and upgrading of the existing CCTV system to include the industrial area and the Penta retail park as well as the town centre. An application for £22,000 was successful. IF confirmed that we would review the other proposed camera installations not</p>	<p>LP</p> <p>AN</p> <p>AN</p>

	<p>receiving funding support and report back to the Board at the next meeting.</p> <p>- Balloon Carnival LP confirmed that Nightingale House have thanked us for our involvement – stating it would not have happened without our assistance. LP confirmed £30,000 raised on the day and approx. 20,000 people attended over the 2 days. AM noted the success of the weekend as a whole and that feedback has been extremely positive IF highlighted the amount of work involved and thanked AN and LP for their out of hours’ time and hard work. Debrief meeting set for 20th September to consider areas for improvement. AN and LP would be taking all the feedback we’ve had from businesses. AN believes that they will want to come to present to the Board in October for sponsorship for next year.</p> <p>- Pubwatch Pubwatch AGM on 24th September. AN confirmed that Pubwatch will be going with DISK system but they will wait to put in place until after AGM. Voting emails for new chair and deputy chair have been sent out. AN confirmed JG is standing for deputy chair</p> <p>ii. Long Term Projects</p> <p>- Signage and Traffic control AN confirmed meeting with Victoria Doran to discuss the work undertaken to address our original basic audit of signage further.</p> <p>- Roundabout Sculptures IF and AN confirmed they have submitted a proposal to Highways England as requested at the meeting and are waiting on a response. IF will chase update from Matt Johnson</p> <p>- Festival/Event Strategy IF asked if we were still looking to contact John Rostron to develop a festival/events strategy. AN confirmed that we had a number of events planned and with the possibility of the Arts Festival as well, there may be no need. AN explained approached in respect of possibility of Oswestry hosting a St Oswald’s Festival and an outline proposal has been presented. IF noted that we would need to sure that support for any event would direct benefit our Levy Payers. However, we would always assist any initiative that helps promote Oswestry.</p> <p>- Railway Connection AN confirmed no updates. Waiting on next meeting and will chase.</p> <p>- Training LP confirmed drug awareness course was running tomorrow. LP confirmed mental health first aid course is nearly fully booked. In process of arranging a social media and defibrillator training course.</p> <p>- Oswestry Cup LP confirmed cups have been ordered. Tom from Liar Liar is keen to be involved and is happy to do the social media and be the champion of it with the businesses. We would be looking at a launch day once we have delivery date confirmed.</p> <p>- Historic England (HE) – High Streets Heritage Action Zone Funding AN confirmed that £750k had been applied for by SC and she would keep the Board updated.</p> <p>- Potential Funding IF and AN confirmed no real uptake on this and we would just continue to share what’s available.</p> <p>Any other business? AN confirmed that there was a new manager at the Cricket Club, and he has said he was be keen for the Cricket Club to become a Voluntary Levy Payer. AN to follow up.</p>	<p>IF</p> <p>AN</p>
<p>8.</p>	<p>Next meeting</p> <p>Wednesday, 9th October 2019, at 6pm.</p> <p>Venue: The Wynnstay</p>	