

OSWESTRY BID - Minutes
 Tuesday, 12th November 2019
 Venue: North Shropshire College

	<p>Present</p> <p>Ian Follington (IF), Chair Allister Moutrie (AM), Sainsbury's Patrick Evans (PE), Evastore James Woodward (JW), ColdMove Tim Morris (TM) Booka Stuart Phillips (SP) Celt Rowlands Lee Lucks (LL) Oswestry Borderland Tourism John Waine (JW2) Matt Potts (MP), 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.</p> <p>IF introduced Gemma Cap from Morgan's, to speak in regard to joining the Board.</p> <p>Apologies – Heather Noble, Julie Gibson and Rebecca Jones</p> <p>Non-attendance – Adam Shillcock</p>	
<p>2.</p>	<p>Discussions with Gemma Cap from Morgan's re potential Board membership</p> <p>Gemma Cap gave a brief history of her professional background. She ran through her education, business career and her current role within Morgan's. She explained that she was keen to focus attention on to the Industrial Estate and some of the issues with traffic and security.</p> <p>IF thanked her for her time and advised that the Board would consider her application and would notify her on the Board's decision.</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>I. Gemma Capp as a potential Board Member.</p> <p>Agreed that she would provide good representation from the trader counters of the Industrial Estate *Board Decision: Unanimous agreed to invite Gemma to become a Board Member</p> <p>II. Modified Articles</p> <p>Still working to officially lodge the modified Articles with Companies House.</p> <p>Documents had been returned due to a missing information and this would be returned once received. Unfortunately, these have to be posted and not submitted online so takes a bit of time.</p>	

	<p>III. Date for AGM</p> <p>Date for AGM set as 14th January 2020.</p> <p>IV. Future Meetings</p> <p>MP and EC have mentioned looking to confirm future Board meeting dates as well. Agreed on the following:</p> <ul style="list-style-type: none"> - 14th January 2020 - 11th February 2020 - 17th March 2020 <p>Confirmed there will be no December 2019 meeting.</p>	
6.	<p>Finance</p> <p>I. Levy Collection Year to date IF: Levy collection to date is £255,546.00</p> <p>II. Cash in Bank. IF: £343,739.57 up to 31st October 2019</p>	
7.	<p>BID Manager's Report</p> <p>- New members AN - Hayes Kitchen and Bar Incognito have both come on as Voluntary Levy Payers.</p> <p>- Future Oswestry Group (F.O.G.) AN confirmed that a meeting had taken place with Historic England and Dr Wigley, the Conservation and Heritage Office, Shropshire Council. From this, there now needs to be some community engagement with different community groups to gain their support going forwards – trying to set this for 26th November 2019 and SC were organising. AN also confirmed that they had until 3rd December 2019 for the updated bid for the HAZ fund. Next FOG meeting is 5th December 2019.</p> <p>- Estate Agents meeting AN confirmed there is a meeting on 10th December 2019 with estate agents and landlords to get some more engagement and to discuss the HAZ fund and grants available.</p> <p>- Traffic Survey AN confirmed that the traffic survey has started.</p> <p>- Internet Issues in Oswestry SC have raised question over internet connection issues and asked if BID could question Levy Payers – a few areas had been noted as struggling and this has been fed back.</p> <p>- Bus Station AN met with Zoe Mortimer from SC to inspect the poor condition of the bus station as highlighted by our Levy Payers. It was agreed it needed a tidy up and Zoe promised that a procurement order would be raised. They would also be looking to tender the future clean up out and would send over criteria to BID to see if any Oswestry Businesses were interested.</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 maintenance and repair etc.</p> <p>- Highways Still pushing SC with regard to the line painting planned for Oswestry. AN confirmed that complaints had been received from Church Street businesses regarding blue badge holders parking in loading bays. AN confirmed that blue badge holders should not be using them, however the civil enforcement officer would not step in. TM confirmed that this is a big issue on Church Street and that it was not enforced. AN confirmed we would continue to press SC to resolve the situation.</p> <p>- Street Angels</p>	

	<p>AN confirmed that there was a meeting set up, however it seems that a lot of the previously interested parties have fallen away due to the delay. AN confirmed that we may need to look for new volunteers</p> <p>- Cashflow AN confirmed that a cashflow spreadsheet had been set up to assist planning, reporting and communication. AN confirmed that we would present this at the next Board meeting.</p>	
<p>8.</p>	<p>Project Updates</p> <p>I. Core Projects</p> <p>- One Oswestry Website LP confirmed 10,926 views so far. LP confirmed that we are looking at updates to continue to increase interest and traffic.</p> <p>- Christmas Video AN confirmed further meeting with David Richards – JW, JW2, LL and LP were in attendance as well, to discuss the Christmas campaign video with Aaron and agree the list of proposed shops to feature etc.</p> <p>- Marketing JW, JW2, LL, LP and AN met with David Richards to through the idea for the marketing campaigns for the year and how these would look. AN proposed that this group continue as the Marketing Group – with IF to attend when he could. *Board unanimously agreed in favour</p> <p>AN & LP ran through the proposed marketing campaign budget presentation for the next 12 months. Explaining the strategy involved in the campaigns and how the money would be spent. Total Requested £60,000. *Board unanimously agreed in favour</p> <p>- Wayfinding IF confirmed meeting with F.R.A tomorrow to go through their report from the Workshop and to sharpen up findings and next steps. IF confirmed that we would be looking to push the Industrial Estate wayfinding first as it is in more immediate need and it is a simpler ask. However, we need to agree the overall strategy and format first.</p> <p>- Footfall/Free WiFi AN confirmed nearly there with permissions to mount the technical equipment now – there have been 4 No’s, so would be looking at where these can be moved to shortly. Looking at January launch now.</p> <p>- CCTV AN chasing PCC/SC for update as to when the funding will be received – confirmed again it has been agreed and it is coming. Would continue to chase. IF confirmed that we would look at the other cameras once these have been installed and the overall scheme reviewed.</p> <p>- Balloon Carnival AN confirmed that the Council are going ahead as sponsors for next year’s event. First meeting is on the 20th December. IF confirmed that he had sent a request to MP for SC to consider if they want to join OTC and BID as sponsors.</p> <p>- Cost saving scheme AN confirmed all requested information has now been sent through to Meercats. There are still some things we need to go over. Confirmed we will be launching the scheme in January.</p> <p>- Pubwatch/Shopwatch AN we have engaged Taxi Marshalls for the Christmas Trial and Valley Security would be attending the light switch on for a press release photograph, so we can get some PR out regarding the whole Get Home Safe Campaign including the night bus initiative with Arriva. Next Pubwatch meeting is 10th December and DISC is being launched in January.</p>	

	<p>- Industrial Estate AN confirmed the next step following the last meeting is consultations with businesses to explore the issues around improved traffic management in the area and ways to improve it. Questioned raised as to what happens if there are some objections to what is proposed – AN confirmed that any objections or concerns would be taken into account and that there would have to be a formal consultation process by SC before any changes could be made.</p> <p>- LoyalFree LP confirmed LoyalFree were attending and taking a market stall on 27th November. Currently 359 active users and have been 685 redemptions of offers so far. Would continue to push with both public and local businesses</p> <p>ii. Long Term Projects</p> <p>- Festival/Event Strategy AN confirmed that the Arts festival was still looking at June for the event. Would be similar layout to Food Festival – local artists would have a stall and would be making and selling stuff, and there would be street art etc. They’re keen to get involved with the local schools. Would be a month of celebrating the arts ending in the festival running on 27th June. They are looking to apply for Government funding, but this would need to have a match funded component. The organisers have asked if BID could provide £3000 of support, which would give them the ability to receive £15,000 in funding and £18,000 in total. Questions were raised as to OTC’s involvement – AN confirmed they have been invited however the have confirmed they do not have the resources to get involved. It was discussed and resolved that support could be provided as part of the marketing budget for the town rather than sponsorship. *Board unanimously agreed in favour</p> <p>- Railway Connection AN confirmed next meeting is 28th November 2019. Initially we will be looking at the options of improving transport links to Gobowen as well as the proposed rail link. WSP will be running the meeting.</p> <p>- Training LP confirmed that the Social Media course was well received and well attended – lots of positive feedback. Defibrillator Training course was looking like 23rd January 2020, but LP is meeting with MBO to confirm details. Looking at First Aid training next and a Social Media course for the industrial estate businesses.</p> <p>- Oswestry Cup LP confirmed that cups were now in almost all cafes in the town centre that could take them – Costa are still seeking permission from head office. AN confirmed that we would also be continuing to follow up interest from the Leisure Centre to come on board as well.</p> <p>Any other business?</p> <p>- Night Bus LP and AN confirmed that Arriva have now come back to us. Running a bus on Friday and Saturdays in December would cost £327 a day (8 days, total £2,616). The first bus would start at 9pm and last would leave Oswestry at 1.30am. The route is circular so would be picking people up to come in as well. Arriva would need the BID to underwrite the scheme and any fares taken would be deducted from the final invoices. *Board unanimously agreed in favour</p>	
9.	<p>Next meeting</p> <p>Tuesday, 14th January 2020 at 4pm</p> <p>Venue: TBC</p>	