

OSWESTRY BID - Minutes

Tuesday, 24th November 2020, at 1pm

Venue: Video Conference

	<p>Present</p> <p>Ian Follington (IF) - Chair Heather Noble (HN) - Vice Chair Allister Moutrie (AM), Sainsbury's Patrick Evans (PE), Evans Enterprises James Woodward (JW), Coldmove Lee Lucks (LL), Oswestry Borderland Tourism Emma Chapman (EC), Shropshire Council Matt Potts (MP), Shropshire Council Stuart Phillips (SP), Celt Rowlands Tania McGee, Lanyon Bowdler</p> <p>Adele Nightingale (AN) - BID Manager Lindsey Pierce (LP) – BID Assistant Manager John Wayne (JW2) - Clerk</p>	
1.	<p>Welcomes and Apologies:</p> <p>IF welcomed members to the meeting.</p> <p>IF welcomed Mark Derham from Bridge Coffee - to speak in regard to joining the Board.</p> <p>Apologies from Julie Gibson, The Kingshead and Tim Morris, Booka</p>	
2.	<p>Discussions with Mark Derham from Bridge Coffee re potential Board Director membership</p> <p>Mark Derham confirmed that he is the owner of Bridge Coffee and also the Chairman of Oswestry Chamber of Commerce. He is based on the Whittington Business Park and is currently a voluntary member of the BID and was keen to be involved with Oswestry BID as he lives and works here.</p> <p>IF thanked him for his time and advised that the Board would consider his application and would notify him on the Board's decision.</p>	
3	<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>	
4.	<p>Conflicts of Interest.</p> <p>No conflicts of interest with Board members declared.</p>	
5.	<p>BID Governance</p> <p>I. Mark Derham as a potential Board Member.</p> <p>Agreed that he would provide good representation. *Board Decision: Unanimous agreed to invite Mark to become a Board Member</p> <p>EC confirmed that she would contact to discuss the Oswestry Chamber of Commerce and any assistance she can give on behalf of SC.</p>	
6.	<p>Finance</p> <p>I. Levy Collection Year to date.</p> <p>LP: £125,579 + VAT has been collected so far this year.</p>	

	<p>II. Cash in Bank.</p> <p>LP: £308,147-87</p> <p>III. Year End Accounts</p> <p>LP: These have now been completed and filed with Companies House.</p>	
7.	<p>BID Manager's Report</p> <p>I. Future Oswestry Group (FOG)</p> <p>AN confirmed that the Master Plan survey has been completed. We are waiting on results to be correlated.</p> <p>IF repeated concerns that the Oswestry Master Plan seem to be focused on the town centre and not the whole of Oswestry. The rest of the Group agreed and have relayed this to the consultants.</p> <p>Next FOG meeting is 25th November. IF and AN will represent the BID on the newly formed High Street Heritage Action Zone (HSHAZ) Board. There will also be two representatives from OTC and two from SC. There will also be representation from the cultural consortium. FOG will re-focus back to other issues.</p> <p>II. HSHAZ</p> <p>Information has gone out regarding the shop front grants. There had been official 18 expressions of interest we were already aware of and there have been 2 applications submitted so far.</p> <p>A Flagship Project was now being considered looking at purchasing and repurposing vacant buildings in the town centre. There were also discussions about what these building could be used for and there were some discussions as to a museum etc, which would help with footfall.</p> <p>III. Market Town Funding</p> <p>Street cleaning has nearly been completed with lots of positive feedback so far.</p> <p>LL confirmed that OTB are dealing with the new printed town maps and have added an extra £1,500 to the budget in order to print more maps – 60,000 in total.</p> <ul style="list-style-type: none"> • 20,000 Wilfred Owen • 20,000 new town trails • 20,000 mini town guides. <p>These are due end December/January</p> <p>AN confirmed that OTC had taken the designs for the Indoor Market shutters to the Members. They were paying for the designs and the Market Town Fund was paying for the printing and fitting.</p> <p>AN confirmed that the marketing section has been held back for now as it didn't make sense to be promoting Oswestry whilst lockdowns were still in place and we will look at this again in the New Year.</p> <p>IV. Traffic Regulation Orders</p> <p>AN confirmed that the proposed traffic management changes for Bailey Street and surrounding areas have now been reviewed. The Bailey Head did initially object but have now removed this objection as they have resolved their issue. The Oak Furniture store have also raised some issues.</p> <p>AN confirmed that street marking painting was taking place on Castle Street, Leg Street, and Bailey Street.</p> <p>AN confirmed that Mile Oak parking restriction markings have now been painted and they have received good feedback from the local businesses and a press release has gone out about this.</p> <p>Priority was now shifting to address the Maes-y-Clawdd traffic management issues.</p>	

	<p>V. RAIL</p> <p>AN confirmed there was a meeting on 28th October. There was strong support for the project from Owen Patterson MP and SC committed to assisting with the project. Currently waiting on the further submission date for application for funding for a feasibility study of re-connecting Oswestry to the rail network at Gobowen.</p> <p>Owen Patterson will be going through the application again once completed and is speaking to Grant Shapps (Secretary of State for Transport) to brief him on the merits of the project.</p> <p>AN confirmed that if we are successful this will provide us with money initially to carry out a feasibility study.</p> <p>VI. PUBWATCH</p> <p>AN confirmed that the meeting was next week. There were lots of concerns over what Tiers we would be in and if there would be new restrictions. Public Health England will be attending the meeting to help where they can.</p> <p>VII. SHOPWATCH</p> <p>AN confirmed that a second meeting had now taken place and we still needed to work on drumming up membership. Leaflets had been handed out and emails sent. However, the current trading restrictions make it difficult to get retailers to focus on the scheme at the moment and we may do better after Christmas.</p> <p>VII. LOYALFREE</p> <p>AN confirmed that we were having concerns about the value of the scheme to Levy Payers. It has been a very difficult situation for any loyalty scheme with the lockdowns and restrictions. However, we were currently reviewing our position with them and seeing what we could do.</p> <p>AN and LP confirmed that they would discuss the matter further with Loyalfree and get an agreed position moving forward, whether this was more involvement from them or reduced payments for now.</p>	
8.	<p>AGM/Half Term Report</p> <p>I. AGM</p> <p>LP confirmed that accounts have now been agreed and therefore are ready for the AGM.</p> <p>AN asked for someone to Chair the meeting as IF would be unavailable due to overseas travel and time differences. SP agreed to Chair the AGM.</p> <p>II. Half Term Report</p> <p>AN confirmed that the Half Term Report was nearly complete and would be ready before the AGM. Once finalised, this will be printed and sent to Levy Payers, as well as being placed online.</p> <p>PE questioned whether we would be sending to the press and AN confirmed she would price up a centre pull out in the Oswestry Advertizer and we would be sending to Oswestry Life too.</p>	
9.	<p>Project Updates</p> <p>I. Marketing</p> <p>LP confirmed that some of the Board had met with David Richards and ran through the marketing plan that we had been looking at for next year. Particularly attempting to focus on ensuring that One Oswestry was promoting Oswestry to consumers and Oswestry BID was more business focused and offering specific support to the BID Levy payers.</p> <p>LP confirmed that a separate meeting took place with David Richards and LL to discuss how to work tourism into this plan, so the BID was supporting but not duplicating the same work.</p> <p>LL confirmed that some good points had been raised and give us a plan to move forward.</p>	

	<p>II. Footfall/Wifi</p> <p>LP and AN ran through a 3-month report of daily figures and discussed what would be useful for the website. This 3-month report provided a broader view of the town’s activity levels. It was clear to see the effect of the second lockdown and the corresponding drop in footfall. This will then be useful to see how footfall picks up as restrictions are lifted.</p> <p>AN confirmed that we were still looking at position for a sensor on Willow Street and AN will continue to do this with Elephant WIFI.</p> <p>III. Wayfinding.</p> <p>AN confirmed that the Pilot sign had now been agreed. However, there were some issues with permissions as this was on Highways land and not SC.</p> <p>IF stated that he was disappointed that this hadn’t been considered before now by F.R.A.</p> <p>AN was setting up a meeting with the relevant people in SC and Highways to discuss all of this with F.R.A.</p> <p>IV. CCTV</p> <p>AN updated that we have still not yet been able to finalise the installation of all of the new CCTV cameras as we are still waiting on final permissions. It been a difficult job to communicate with property owners during lockdown and COVID.</p> <p>The TG Builders site is still outstanding and JW confirmed he would try and help as well.</p> <p>V. Defibrillators</p> <p>AN confirmed that PB Tyres’ and Morris Cook’s defibrillators had now been fitted. The press also attended the fitting at Furrows, and we’ve received some good media coverage and comments.</p> <p>We were looking at a defibrillator training course in January 2021.</p>	
10.	<p>AOB</p> <p>I. Shropshire Business Board</p> <p>LL confirmed that the Shropshire Business Board with affiliated links to the LEP and SC was currently being restructured</p> <p>LL confirmed that there was not much representation from North Shropshire and would someone from the BID be interested in representing.</p> <p>AN confirmed it would be too much for her right now with the other commitments.</p> <p>*Agreed to add to agenda in 6 months and review</p> <p>II. Grants</p> <p>JW asked if we could push SC on grants and restrictions etc.</p> <p>AN confirmed we would continue to be in contact with SC and send out as much information as we can.</p> <p>III. Meetings</p> <p>JW would set up a meeting with AN and Border Janitorial</p>	
11.	<p>Next Meeting</p> <p>12th January 2020, at 4pm</p>	