

OSWESTRY BID - Minutes
 Tuesday, 23rd March 2021, at 4pm
 Venue: Video Conference

	<p>Present</p> <p>Ian Follington (IF) - Chair James Woodward (JW), ColdMove Mark Derham (MD), Bridge Coffee Lee Lucks (LL), Oswestry Borderland Tourism Patrick Evans (PE), Evans Enterprises Julie Gibson (JG), The Kings Head Tim Morris (TM), Booka Stuart Phillips (SP), Celt Rowland Matt Potts (MP), Shropshire Council Adele Nightingale (AN) - BID Manager John Wayne (JW2) – BID Admin</p>	<p>ACTIONS</p>																																										
<p>1.</p>	<p>Welcomes and Apologies:</p> <p>IF welcomed members to the meeting.</p> <p>No apologies.</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>No conflicts of interest with Board members declared.</p>																																											
<p>4.</p>	<p>BID Governance</p> <p>No issues or actions this month.</p>																																											
<p>5.</p>	<p>Finance</p> <p>I. Levy Collection Year to date.</p> <p>AN shared levy collection and contributions schedule.</p> <table border="1" data-bbox="215 1467 1117 1601"> <thead> <tr> <th></th> <th>Liability (£)</th> <th>Receipts (£)</th> <th>Credits (£)</th> <th>Balance O/S</th> <th>% Collected</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2018-2019</td> <td>252,356.42</td> <td>252,250.82</td> <td>3,832.70</td> <td>3,938.30</td> <td>98.4</td> <td>£251,868.12</td> </tr> <tr> <td>2019-2020</td> <td>263,964.28</td> <td>264,256.39</td> <td>5,447.37</td> <td>5,155.26</td> <td>98.0</td> <td>£258,809.02</td> </tr> <tr> <td>2020-2021</td> <td>278,897.95</td> <td>274,025.26</td> <td>16,236.36</td> <td>21,109.05</td> <td>92.4</td> <td>£257,788.90</td> </tr> <tr> <td>2021-2022</td> <td>279,265.54</td> <td>227.50</td> <td>0.00</td> <td>279,038.04</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>1,074,484.19</td> <td>790,759.97</td> <td>25,516.43</td> <td>309,240.65</td> <td>71.2</td> <td></td> </tr> </tbody> </table> <p>Actual BID Levy collected year-to-date is £257,788.90</p> <p>II. Cash in Bank.</p> <p>Cash in the bank (As at 23rd March 2021 = £380,597.20)</p> <p>III. Authorised Signatories.</p> <p>PE is being added as an authorised signatory.</p>		Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected	Actual	2018-2019	252,356.42	252,250.82	3,832.70	3,938.30	98.4	£251,868.12	2019-2020	263,964.28	264,256.39	5,447.37	5,155.26	98.0	£258,809.02	2020-2021	278,897.95	274,025.26	16,236.36	21,109.05	92.4	£257,788.90	2021-2022	279,265.54	227.50	0.00	279,038.04			Totals	1,074,484.19	790,759.97	25,516.43	309,240.65	71.2		
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<p>6.</p>	<p>BID MANAGER’S REPORT</p> <p>I. Covid Business Grants Update</p> <p>AN updated on Covid Business Grants status, continuing to support BID Levy Payers in accessing grants. MP provided an update on Shropshire Council’s position and process with respect to upcoming Covid business grant funds and new requirements from government; this may require an additional verification element and is targeted at specific business sectors.</p> <p>II. Economic Task Force</p> <p>AN updated on recent meeting of the Shropshire Council Economic Task Force on which she represents Oswestry BID. She is championing business start-up/expansion grants for new businesses.</p> <p>III. Market Town Fund</p> <p>AN updated that LL had arranged for map dispensers to be installed at key locations in town. New town centre maps will be distributed around town and to those businesses that would like them for customers.</p> <p>IV. Oswestry Rail Reconnection</p> <p>AN updated that the next submission for ‘Reverse Beeching Fund’ was March 5th and a strong submission was made with support from Owen Patterson M. We’re waiting to see if the project progresses to the next stage.</p> <p>V. PubWatch</p> <p>AN updated on upcoming PubWatch meeting. Public Protection and the Police are invited, as it’s likely that important new guidance will have been released of interest to PubWatch members as restrictions start to be relaxed.</p> <p>VI. ShopWatch</p> <p>AN updated that once shops re-open we will look to increase membership accordingly. Also had interest from a ShopWatch member in becoming a BID Director - AN to invite member to the next Board meeting.</p> <p>VII. Local shopping campaign</p> <p>AN updated on a local shopping initiative – to be further explored in coming weeks.</p>	
<p>7.</p>	<p>MASTERPLAN, HSHAZ, FUTURE OSWESTRY GROUP</p> <p>I. Oswestry Masterplan</p> <p>IF updated on the Oswestry Masterplan status and how the process is about shaping a collective vision for what Oswestry could be rather than a project list with decisions made. AN commented that the consultation process continues to gather broad views, thoughts and ideas.</p> <p>II. High Street Heritage Action Zone (HSHAZ)</p> <p>AN updated that the shop front scheme is progressing well with some proposals already going forward in the funding approval process, additional proposals also coming on-stream as plans are worked up. New potential applications for the next round have also come forward. Go uptake of the scheme so far which is very positive.</p> <p>AN updated on the HSHAZ Flagship project and the work being taken forward to assess feasibility. AN updated on alleyway projects for public realm. AN updated on Cultural Consortium, and the additional funding bid submitted for cultural projects as part of the HSHAZ project.</p> <p>III. FUTURE OSWESTRY GROUP (FOG)</p> <p>AN updated on upcoming FOG meeting, exploring experimental Traffic Regulation Orders (TRO) on Church St for social distancing, plus options going forward for Church St and the resulting consultation process.</p>	

	<p>LL asking about availability of FOG minutes.</p> <p>Action: AN to send FOG minutes to the Board and put on BID website.</p>	AN
8.	<p>PROJECTS</p> <p>I. NEW PROJECTS FOR 2021</p> <p>a. Security Patrols on Industrial Estates AN updated on meetings with Valley Security, patrols starting on 1st April beginning with a Security Survey with any issues being passed to the relevant business; clarified the security reporting system to evidence security coverage and to indicate any issues seen on the patrols; security boards printed to mark the route and be available to businesses to place on their premises; crime stats will be reviewed with Police support, and the patrols initiative to be promoted next week to show collaboration with partners in making the industrial estates a safer place to do business.</p> <p>b. Oswestry Lorry Park AN updated on the proposed Oswestry Lorry Park status, and upcoming meeting with key stakeholder parties to explore the proposal.</p> <p>c. Oswestry Lighting AN updated on additional lighting to be installed around the town centre to improve and enhance the atmosphere. Location plan to be discussed with OTC.</p> <p>d. Bunting AN updated on the town bunting with design proposed using BID contrast colours and with relevant permissions completed.</p> <p>Board Position: Agreed to go ahead as described.</p> <p>e. Electronic Display Totems Discussion on planning permissions and locations. TM and LL to support AN in identifying possible locations for electronic display totems linked to the Free WiFi system to display information and promote what the town has to offer.</p> <p>f. Industrial Estates Business Directory AN updated on business directory for Industrial Estates; planning meeting with local consultants Hunter Bevan; working on a list of directory candidates and contact process; criteria for acceptance on the directory; ideas worked up on project brand to be sent to Board.</p> <p>Action: circulate project brand ideas to Board for views.</p> <p>II. CORE PROJECTS</p> <p>a. Marketing AN updated on website enhancements and meeting with Source, work being progressed.</p> <p>Professional Services videos in production, Board viewed the first edit with comments. AN and JW2 to continue working with Follow Film on enhancements. Plan is to promote the video in the next couple of weeks. Board discussion on forthcoming video topics.</p> <p>AN/JW2 pulling together ideas for May Newsletter, and showing more information from the Footfall System.</p> <p>b. Footfall/WiFi AN updated Board that the Footfall and WiFi systems are now complete; and preparing promotional materials and press to launch.</p> <p>Planning to produce a Footfall/WiFi info sheet to show footfall comparisons across the year, showing impact of events and highlight benefits of WiFi for businesses.</p> <p>Action: JW2 to circulate WiFi sticker concept to Board for views.</p>	<p>JW2</p> <p>AN/JW2</p> <p>JW2</p>

	<p>AN/JW2 to have meeting with a long-time BID town footfall user to pick up ideas and see how they are using the system to best effect. Explore possible live stream of footfall information.</p> <p>Action: JW2 to explore live stream with Elephant and Source.</p> <p>AN added that it's important to remind businesses in town that they'll be able to use the free wifi to update their social media, connect with customers/businesses etc.</p> <p>c. Wayfinding pilot sign AN/IF looking to progress Wayfinding in upcoming meeting with Shropshire Council, Highways and FRA.</p> <p>d. Traffic management AN updated on the Town Centre's TRO process.</p> <p>New TRO proposal for Maes-y-Clawdd that was shared with businesses for comment, have had their comments relayed to Shropshire Council. This has led to a new proposal that will be re-presented to businesses for further comment.</p> <p>Detailed discussion around possible options and potential impact/safety benefits of Maes-y-Clawdd TRO.</p> <p>e. CCTV/traffic monitoring AN confirmed CCTV network to be completed this week, CCTV information boards being printed and put up shortly, clarification of camera types and locations.</p> <p>Data capture to be progressed looking at retaining traffic flow information regarding types of vehicles, date, times, movement etc.</p> <p>Action: AN to circulate updated <i>Data Capture</i> quote to Board for views when received. Action: AN to circulate map of camera locations to Board.</p> <p>f. Training JW2 updated on training. First Aid training is fully booked for April course and over-flowed onto an additional course. This is the first time since lockdown that training is allowed for non-essential business attendees. Looking to have a rolling programme of training through the year.</p> <p>AN to explore adding other kinds of softer-skills training such as customer service, managing stress, time management etc. Board discussion on other useful training topics.</p> <p>g. Defibrillators AN updated on defibrillators – BID have one left to be installed, and will continue to look for possible locations.</p>	<p>JW2</p> <p>AN</p>
<p>9.</p>	<p>AOB</p> <ul style="list-style-type: none"> - AN proposing to arrange a Board meeting focussed around potential forthcoming projects and idea exchange. - Board discussion on known timelines for Mile End work, and BID intention to garner more detail and visibility as to the project timeline and plans. - Board discussion on the positive developments around hospitality in town. 	
<p>10.</p>	<p>Next Meeting</p> <p>WEDNESDAY, 21st April 2021, at 4pm</p>	