

**OSWESTRY BID - Minutes**  
 Wednesday, 21<sup>st</sup> April 2021, at 4pm  
 Venue: Video Conference

	<b>Present</b>  Ian Follington (IF) - Chair James Woodward (JW), ColdMove Lee Lucks (LL), Oswestry Borderland Tourism Patrick Evans (PE), Evans Enterprises Tim Morris (TM), Booka Stuart Phillips (SP), Celt Rowland Matt Potts (MP), Shropshire Council Adele Nightingale (AN) - BID Manager John Waine (JW2) – BID Admin	<b>ACTIONS</b>
1.	<b>Welcomes and Apologies:</b>  IF welcomed members to the meeting.  Apologies from Julie Gibson and Mark Derham.	
2.	<b>Minutes of Last meeting and Actions arising:</b>  Minutes of last meeting approved. Any actions arising to be dealt with during the meeting.	
3.	<b>Conflicts of Interest.</b>  No conflicts of interest with Board members declared.	
4.	<b>BID Governance</b>  No issues or actions this month.	
5.	<b>Prospective Board Member</b>  The Board had invited Duncan Tipton of Wilco’s to come to the meeting and share his background, experience and interest in joining the BID Board.  There then followed a discussion and proposal that Duncan be invited to join the Board. <b>Vote: Carried.</b>	
6.	<b>Finance</b>  <b>I. Levy Collection Year to date.</b> Awaiting updates from Shropshire Council to allow us to separate income from this year’s and last year’s Levy collection.  <b>II. Budget</b> IF shared latest Budget figures and strategy with Board. Discussion around current and future projects. Detailed discussion with Board on budget items and assumptions. Agreed that a workshop should be held with Board Members to identify and scope out additional core projects for BID Year 4.  <b>Action: AN to email Board about workshop and dates.</b>  <b>III. Cash in Bank</b> As of 31 March, £351,838.  <b>IV. Authorised signatories</b> Board updated.	AN

7.

## **BID MANAGER'S REPORT**

### **I. Covid Business Grants Update**

AN updated on Covid Business Grants status. Keeping BID Levy payers informed on the RESTART grants and advocating for businesses where any issues have come up. Our thanks to MP for helping BID to resolve business grant queries.

### **MP update on Shropshire Council Administered Covid Business Grants:**

RESTART Grants delayed due to verification data required by Central Government.

DARG Round 3 just launched, more focused around businesses re-opening. Businesses that were previously successful do not need to re-apply again, they will be contacted by Shropshire Council.

Update on other grants that are now closed.

### **II. Future Oswestry Group**

AN updated on further engagement and participation in Oswestry Masterplan formulation. A display is planned at Oswestry Library in May with representatives in attendance to listen and collate feedback.

### **III. Church Street Traffic Regulation Orders (TRO)**

AN update on Church Street's experimental TRO (social-distancing barriers) and work looking at options for a permanent solution going forward. A feasibility study will be required to assess options practical options to introduce wider pavements and/or traffic calming measures. Awaiting a scope for the feasibility study from SC. Board discussion on the plans and approach.

### **IV. Levelling Up Fund**

AN update on significant new government fund - projects would start 2021/22 and completed by 2024.

Shropshire Council, working with BID and partners, is leading the bid working on the submission.

Board discussion followed.

### **V. Economic Task Force**

AN update on remaining Shropshire Council funds from Covid recovery support grants, and the option of some funding being targeted towards start-up grants for businesses.

### **VI. High Street Heritage Action Zone (HSHAZ) Fund**

AN updated-on the tender for Flagship Project which is still in process. Update on upper floor renovation projects being brought forward. Several shop front projects also on-going.

Next HSHAZ Board meeting planned for 28<sup>th</sup> April.

### **VII. Public Realm**

AN updated on Clawdd Ddu with access, hygiene, public safety and heritage issues being discussed with stakeholder and affected organisations. AN will keep Board posted on developments.

### **VIII. Oswestry Rail project**

Nothing new to report, waiting to hear from Central Government on last submission.

### **IX. PubWatch**

AN updated-on issues around anti-social behaviour, BID are working with businesses, police and Councils to identify solutions.

In general, reports of venues working to Covid guidelines have been good. BID continuing to update PubWatch members with the latest Covid guidelines.

### **VI. ShopWatch**

AN updated that once shops have settled down with more normal trading conditions, we will look to increase membership and activity level.

### **VII. Oswestry Balloon Carnival**

AN updated on the Carnival and opportunities for BID Levy payers to take part.

8.	<p><b>PROJECTS</b></p> <p><b>I. NEW PROJECTS FOR 2021</b></p> <p>a. <b>Security Patrols on Industrial Estates</b> AN updated on regular security patrols around the Maesbury and Park Hall industrial areas. A security audit has been completed and security issues reported back to affected BID Levy payers. The project has been well-received to date with security improvements being made based upon reports. Additional security patrol notice boards have been requested and placed on premises to raise awareness of the security patrols.</p> <p>b. <b>Oswestry Lorry Park</b> AN updated. Waiting on progress from key stakeholder parties.</p> <p>c. <b>Oswestry Lighting</b> AN updated-on electricity supply charging arrangements for proposed additional lighting to be installed around the town centre. Oswestry Town Council looking for BID to pay the cost of electricity supply for any new lights.</p> <p>d. <b>Bunting</b> AN updated on the town centre bunting, now in place. Positive reports received on how it looks.</p> <p>e. <b>Electronic Display Totems</b> AN to re-arrange with TM to identify possible locations for electronic display totems.</p> <p>f. <b>Industrial Estates Business Directory</b> AN updated-on business directory for Industrial Estates, planning to begin start contacting relevant businesses to gain their participation in the business directory soon.</p> <p><b>II. CORE PROJECTS</b></p> <p>a. <b>Marketing</b> AN updated on excellent publicity for Free WiFi project and new stickers promoting the service.  Social media is positive with regular promotions of business sectors.  Professional Services video promoted to surrounding areas and towns, excellent reach and engagement.  Planning underway for next video aimed at promoting Oswestry’s Daycation/Staycation offer.  LL updated on Social Media campaign that OBT/BID are working on together to boost Daycation/Staycation visitor economy.  JW2 updated on footfall changes on w/c 12<sup>th</sup> April (116% increase on that day, 45% increase across the week).</p> <p>b. <b>Footfall/WiFi</b> AN updated-on approach to promote WiFi registrations. Board discussion on potential for increasing the WiFi coverage area.  <b>Action: AN to send proposal email to Board outlining costs and coverage, to be voted upon.</b></p> <p>c. <b>Wayfinding pilot sign</b> AN gave project update and approaches to colour-coding industrial estates. Board discussion on broader Wayfinding project into the town centre.</p> <p>d. <b>Traffic management</b> AN updated on the Town Centre’s TRO process. Church Street barriers have been re-aligned and topped up.  TRO’s consult for Maes-y-Clawdd to come in the next couple of weeks.</p> <p>e. <b>CCTV/traffic monitoring</b> AN confirmed CCTV network is up and running.</p>	AN
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	<p><b>f. Training</b>  JW2 updated on training, which has had 15 attendees on the First Aid course, and a good response to the proposed Manual Handling course in May.</p> <p>AN updated on meeting about softer-skills training such as customer service, managing stress, time management etc.</p> <p><b>g. Defibrillators</b>  AN updated on defibrillators. JW2 has produced Google map to indicate defibrillator locations. Board discussion on location for remaining defibrillator.</p> <p>Proposed that it be located at the Venue.  <b>Vote:</b> Carried.</p>	
<b>9.</b>	<p><b>AOB</b></p> <p>LL updated on OBT's bid for Lottery Funding and asked for a Letter of Support from BID.</p> <p><b>Vote:</b> Carried, to provide a Letter of Support.</p>	
<b>10.</b>	<p><b>Next Meeting</b></p> <p>TUESDAY, 18<sup>th</sup> May 2021, at 4pm</p>	