

**OSWESTRY BID - Minutes**  
 Tuesday, 21 Sept 2021, at 4pm  
 Venue: Video Conference

	<b>Present</b>	<b>ACTIONS</b>																																				
	Ian Follington (IF) - Chair James Woodward (JW), Cold Move Tim Morris (TM), Booka Mark Derham (MD), Bridge Coffee Tania McGee (TMc), Lanyon Bowdler Duncan Tipton (DT), Wilko Patrick Evans (PE), Evans Enterprises Stuart Phillips (SP), Celt Rowland Sam Cleal, Niche Patisserie Adele Nightingale (AN) - BID Manager John Waine (JW2) – BID Admin Matt Potts (MP), Shropshire Council																																					
<b>1.</b>	<b>Welcomes and Apologies:</b>  IF welcomed members to the meeting.  Apologies received from Lee Lucks and Julie Gibson.																																					
<b>2.</b>	<b>Minutes of Last meeting and Actions arising:</b>  Minutes of last meeting approved. Any actions arising to be dealt with during the meeting.																																					
<b>3.</b>	<b>Conflicts of Interest.</b>  No conflicts of interest with Board members declared.																																					
<b>4.</b>	<b>Governance</b>  Board Director resignation, Julie Gibson. The BID Board would like to put on record our sincere thanks to Julie for all her knowledge, skills, work and support as a Board Director.  AN in discussions with a potential new BID Board Member who will hopefully attend the October meeting by way of introduction.																																					
<b>5.</b>	<b>Finance</b>  <b>Levy Collection Year to date</b>  Cash in the bank as at 20/09/21 – £522,344.  <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Liability (£)</th> <th>Receipts (£)</th> <th>Credits (£)</th> <th>Balance O/S</th> <th>% Collected</th> <th></th> </tr> </thead> <tbody> <tr> <td>2018-2019</td> <td>252,352.04</td> <td>254,110.19</td> <td>3,832.70</td> <td>2,074.55</td> <td>99.18</td> </tr> <tr> <td>2019-2020</td> <td>264,027.08</td> <td>265,809.66</td> <td>5,219.77</td> <td>3,437.19</td> <td>98.70</td> </tr> <tr> <td>2020-2021</td> <td>278,844.62</td> <td>271,887.73</td> <td>2,832.00</td> <td>9,788.89</td> <td>96.49</td> </tr> <tr> <td>2021-2022</td> <td>278,448.97</td> <td>275,921.34</td> <td>23,993.73</td> <td>26,521.36</td> <td>90.47</td> </tr> <tr> <td><b>Totals</b></td> <td><b>1,073,672.71</b></td> <td><b>1,067,728.92</b></td> <td><b>35,878.20</b></td> <td><b>41,821.99</b></td> <td><b>96.10</b></td> </tr> </tbody> </table>  Update and discussion on Budget updates and Forecasts. Company Accounts have been signed off, and...  <b>ACTION:</b> ...will be circulated to Directors.	Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected		2018-2019	252,352.04	254,110.19	3,832.70	2,074.55	99.18	2019-2020	264,027.08	265,809.66	5,219.77	3,437.19	98.70	2020-2021	278,844.62	271,887.73	2,832.00	9,788.89	96.49	2021-2022	278,448.97	275,921.34	23,993.73	26,521.36	90.47	<b>Totals</b>	<b>1,073,672.71</b>	<b>1,067,728.92</b>	<b>35,878.20</b>	<b>41,821.99</b>	<b>96.10</b>	AN/LP
Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected																																		
2018-2019	252,352.04	254,110.19	3,832.70	2,074.55	99.18																																	
2019-2020	264,027.08	265,809.66	5,219.77	3,437.19	98.70																																	
2020-2021	278,844.62	271,887.73	2,832.00	9,788.89	96.49																																	
2021-2022	278,448.97	275,921.34	23,993.73	26,521.36	90.47																																	
<b>Totals</b>	<b>1,073,672.71</b>	<b>1,067,728.92</b>	<b>35,878.20</b>	<b>41,821.99</b>	<b>96.10</b>																																	
<b>6.</b>	<b>BID RENEWAL</b>  Discussion of timeline and activities leading up to the BID’s second term ballot. AN proposed that BID run a																																					

	<p>Telephone Survey of all members to garner feedback on the BID’s first term to help shape the business case for a second term.  <b>Proposal</b> for Telephone Survey, approx. £5000.  <b>Vote carried.</b></p> <p>AN laid out plans for an in-person Board Meeting to focus on the Second Term ballot work, to look at all the key elements of renewal.</p>	
7.	<p><b>BID MANAGER’S REPORT</b></p> <p><b>I. DARG Fund</b></p> <p>DARG Fund has been signed off with Shropshire Council, so we’ll be in receipt of £40,000, to be spent by end of March.</p> <p><b>II. Welcome Back Fund</b></p> <p>Still awaiting official confirmation that proposed Welcome Back projects can go ahead.</p> <p><b>III. Cambrian Railway</b></p> <p>No further news, awaiting Government feedback.</p> <p><b>IV. Pubwatch</b></p> <p>Holding our first in-person Pubwatch meeting in October covering a range of issues.</p> <p><b>V. Shopwatch</b></p> <p>Looking to relaunch in November - we’ve had a positive response from some of the larger retailers on getting involved.</p> <p><b>VI. Lighting</b></p> <p>Festoon lighting is now up around the town. Initial feedback is positive – that it looks great, and has improved safety.</p>	
8.	<p><b>FUTURE OSWESTRY GROUP</b></p> <p>AN introduced initial Church Street draft ideas and discussion on proposed traffic regulations, traffic speed, and safety.</p> <p>We’ve also applied for <i>Levelling Up</i> fund, so will keep Board updated on that.</p> <p>Consultation for Maes-y-Clawdd has ended, so work is being done to plan the new yellow line markings.</p> <p>Discussion on <i>Masterplan</i> progress; a great deal of feedback has been received through the on-going public consultation via regular street stalls. This feedback is being worked through to refresh the plan for the next phase.</p> <p>There’s also a new <i>Bus Review</i> with Shropshire Council taking place, and BID have fed in the importance of public transport to and from the night-time economy and the industrial estate. The council will be taking this forward to government to bid for funds to support local bus services.</p> <p>Shropshire Council are also looking at the Taxi situation in Oswestry, taxi licensing and its impact on the reduction of taxi services in the town. It is hoped that proposals will be forthcoming at the next FOG meeting to improve the situation.</p> <p><b>HERITAGE ACTION ZONE</b></p> <p>The HAZ team are going back to Heritage England with an increased ask as the Oswestry shop front and re-purposing schemes are over-subscribed which is great news as far as the positive impact on the town centre.</p> <p>Flagship project and Alleyways project are both making good progress.</p>	

9. PROJECTS

I. NEW PROJECTS

a. **Town sculpture refurbbs**

AN - Two more sculpture refurbishments have been installed at the bottom of Albion Hill. That's 3 sets completed so far; two more are due to be taken down and worked on.

b. **Morrisons Gateway installation**

AN - Meetings held with stakeholders to identify possibilities, scope of work, and estimates of cost and maintenance. Board discussions on funding and contributions, and ideas for future enhancements.

**Position:** Board agree in principle to go ahead with scheme improvements.

c. **Industrial Estates Business Directory, 'Oswestry - Find it, Buy it.'**

AN - Business directory for Industrial Estates: Final draft has been sent round, and now gone to print. Directory will be going out with Oswestry Life, edition distributed in October.

**ACTION:** to check that electronic version of directory can go out with electronic version of magazine.

20,000 print run for distribution.

d. **Town Centre – Business Directory**

AN – We are starting the process of developing a Town Centre version.

e. **Digital Totems**

AN - Changes in suppliers, so exploring with local suppliers.

f. **Halloween Event & Trail**

AN – Inflatable dome with a light and music show on Halloween theme, and other Halloween props. Meeting soon on site to check suitability. Update on funding contributions and costings.

Also, *Halloween Hat Trail* set-up including 8 Witch Hats in shops/cafes, prizes include Family Membership at Park Hall Farm or Family Bundle at Black Hawk Laser. Discussions on promotion.

g. **Christmas Event**

AN – Ice Skating Rink booked for Festival Square for Dec 11<sup>th</sup>.

h. **OBT Proposal**

IF/AN – Proposal for BID to support OBT Oswestry Tourism activities. Board discussion on local tourism, funding, contribution and procedure.

**Proposal:** Support OBT proposal as presented.

**Vote: Carried.**

i. **Christmas Night Bus**

AN – Updated on the topic of a *Christmas Night Bus* service, given present difficulties in service provision. AN exploring alternative quotes to run the night bus at key times over the Christmas period.

**Proposal:** For Board to support the Christmas Night Bus in principle given an acceptable quote and finalise details.

**Vote carried.**

II. CORE PROJECTS

a. **Marketing**

AN – Final cut of latest Hospitality video is now ready for release, promoting Oswestry's food & drink offer across cafes and restaurants. Also starting the storyboard and booking for the next Christmas video. To be launched in late November.

JW2 - updated on the *Balloon Trail*, with participation stats with around 400 check-in's, and related PR content; also updated on website on changes which have improved the way events and businesses are displayed, and improved the back-end maintenance. Now working on *Shop Oswestry Online*

JW

	<p>showcase for promoting any BID members with an online offer.</p> <p><b>b. Footfall/WiFi</b> AN – go ahead given to Elephant to extend up Church Street.</p> <p><b>c. Wayfinding</b> AN – Permission from Shropshire Council to utilise the identified lampposts in the scheme. Just awaiting final designs with fixings, and once agreed, they'll be put in place.</p> <p><b>d. Traffic management</b> AN – already covered Church St, and the double yellow lines on Maes-y-Clawdd; there have been some parking issues in the town centre, but all being dealt with through input from Shropshire Council.</p> <p><b>e. Mentoring/Training</b> AN – had 8/9 businesses signed up to the mentoring programme with Fran Risely, a varied mix of businesses are taking part which we're really pleased about.</p> <p>JW2 - Social Media Training has sold out, run by Hollie Whittles of Fraggeworks.</p>	
<b>9.</b>	<p><b>AOB</b></p> <p>AN - Updated on <i>Oswestry Balloon Carnival</i> debrief, and brought forward request to financially contribute to the event for 2022.</p> <p><b>Proposal:</b> To financially support the event in principle to £15,000. <b>Vote: Carried.</b></p>	
<b>10.</b>	<p><b>Next Meetings</b></p> <p>TUESDAY, 19<sup>th</sup> October 2021, at 4pm on Zoom.</p> <p>TUESDAY, 23<sup>rd</sup> November 2021 – venue to be advised.</p>	