

OSWESTRY BID - Minutes

Tuesday 18th April 2023, 4.00pm
Location: Oswestry Leisure Centre

	Present	ACTIONS
	<p>Tania McGee (TMc), Lanyon Bowdler Patrick Evans (PE), Evans Enterprises Lee Lucks (LL), Oswestry Borderland Tourism Kevin Griffiths (KG), Griffiths Tool Hire Graeme Kirkham (GK), Knock and Snitch Carl Thomas (CT), Furrows Mark Derham (MD), Bridge Coffee Matt Potts (MP), Shropshire Council Adele Nightingale (AN) - BID Manager Lindsey Pierce (LP) – BID Assistant Manager John Waine (JW) – BID Admin</p>	
1.	<p>Welcomes and Apologies:</p> <p>TMc welcomed members to the meeting.</p> <p>Apologises from Duncan Tipton (DT), Tim Morris (TM), Samantha Cleal (SC2) and Stuart Phillips (SP)</p>	
2.	<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>	
3.	<p>Conflicts of Interest.</p> <p>PE declared a conflict under point 11. CCTV</p>	
4.	<p>Ian Massey, Manager Sainsburys, application as BID Director</p> <p>The Board had invited Ian Massey of Sainsburys to come to the meeting and share his background, experience and interest in joining the BID Board.</p> <p>Discussions then followed.</p> <p>Proposal: Ian Massey be invited to join the Board. Vote: Carried.</p>	
5.	<p>Governance</p> <p>TMc explained that as we are now starting a new term, it would be useful to confirm the following:</p> <p>i) Contracts of Employment/Employees Handbook (funding)</p> <p>AN confirmed that signed contacts are on the system and a hard copy is in our files in the Office. Copies have also been forwarded to TMc and SC2</p> <p>We are looking to update the Employees Handbook and are presently waiting on confirmation that we can receive some funding from SC to do this.</p>	

ii) Reminder of Staff working days

AN confirmed that both herself and LP worked 4 days a week, with AN off on Fridays and LP off on Wednesdays.

iii) Suggestion – Invite Dr Julie

Finally, following discussions with TMc and SC2 it has been suggested that it may be useful for Dr Julie Grail to come in twice a year for a review of where we are at and also provide an update to current BID practises and news.

Proposal: Instruct Dr Julie Grail for bi-annual reviews and updates.

Vote: Carried.

6. Finance

I. Cash in Bank

Cash in the Bank as at 13th April £227,893.61

II. Levy Collection Year to date

	Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected
2018/2019	250,907.89	253,849.45	3,832.70	891.14	99.65
2019/2020	262,935.26	263,164.39	1,553.38	1,324.25	99.49
2020/2021	277,043.13	274,768.65	2,499.81	4,774.29	98.29
2021/2022	277,287.81	277,395.23	3,946.49	3,839.07	98.63
2022/2023	277,838.06	286,317.45	15,662.08	10,182.69	96.53
TOTALS	1,346,012.15	1,352,495.17	27,494.46	21,011.44	98.47

BID	Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected
TERM 2					
2023/2024	278,573.43	123,619.53	11,832.44	166,786.34	42.56

7. BID Office Report

Future Oswestry Group (FOG) - Meeting held 13/04/23. Discussed the ongoing issues with Church Street/bollards. It was agreed by FOG to request an update from Highways as to whether to HOGS have to remain or not and if not that they are removed with SC giving an explanation as to why they ‘can’ remove them now. Escalation dates for completion of construction drawings for the scheme to the Leader in order to then obtain a programme of works date.

Discussions were also had around the Bus Station. SC have agreed to complete works on cleaning, painting, update timetable panels, planting etc., in order to bring the Bus Station up to spec. A deadline for works has been requested. AN and SC are meeting onsite in 2 weeks to look at paint colour options to ensure that the colours are in keeping with the rest of the town. SC have also been tasked with then considering passing the maintenance of the bus station to OTC – together with the monies they allocate for this as it is felt that OTC would be better placed to undertake this work and would look to work with local companies and the Derwen.

Heritage Action Zone (HAZ)

Alleyways – still waiting for an update on the gates/clock. Designs are being worked on for a bin store as there will be bollards placed on Clawdd Du so no bins will be able to be placed in that alleyway.

Events - Street Circus was a great success, next events are The Beach, Oswestry Community Games and Food Festival.

CCTV – To be discussed in the meeting.

Sports Direct Alley – Nothing to report

Wayfinding – All banners still need checking – John is still waiting on Andy from Highline

PE confirmed that the one by his premises is moving. JW will speak to Highline.

Railway - Should be notified in the Spring if we are through to next round of funding. At AN's meeting with Helen Morgan she agreed to chase this up with the DfT for us.

Festival Square - BID has been awarded £10,000 from the UKSPF to complete a feasibility study on Festival Square – Engagement has begun with businesses and residents. A market stall is planned to be on Festival Sq April 20th for further engagement.

Blue Badge Parking - Following on from the information Helen Morgan received from the DfT regarding blue badges parking in the loading bays this has been passed on to SC. They are planning a meeting with their legal team to go through this and to look at the court case that they lost to properly understand what has happened. Nothing further to report – AN will chase up and did discuss this with Helen at our meeting.

Training – Training has now been booked for the financial year and we have courses running through to March 2024. There has been a fantastic take up with most of the courses already either fully booked or partial booked.

Loyalfree Trail – Our next trail will be for the Coronation and we are just in the process of finalising it. It will run from 22nd April until 8th May.

Marketing – We have pushed out a shorter version of our DIY video and have been pushing Days out and our past Street Circus on the run up to Easter.

We have the Beach coming up at the end of May and will be continuing to focus on DIY, days out and our foodie videos.

To tie in with the DIY, we will also be pushing out the Industrial Estate directories again. We are speaking with the Advertiser about sending out both of the directories with the paper too, as well as Oswestry life.

Finally, we will continue to push Summer Days and Nights in Oswestry, over the summer, whilst starting to consider our Christmas video.

LL confirmed the following details for Visit Oswestry:

Website users 27.03.2024 to 10.04.2023 – 6194

'What's on' page has seen a 24% increase on previous years.

Facebook impressions are up 45% on previous years.

Footfall - March Footfall is 14% up on the previous month, Feb. March is 5% down on 2022, and 31% up on 2021.

In general, footfall is positively trending compared to previous years.

Website - Mar 2023 - 4.5K Users; Mar 2022 - 2.7K users.

	<p>Social Media –</p> <p>Main Facebook promotion:</p> <ul style="list-style-type: none"> - 61K impressions - 18.7K reach - 3.3K engagement <p>Security Patrols - Industrial Estate - In March, 1 security report.</p> <p>Bunting – Coronation Bunting is now installed around town.</p>	
8.	<p>Street Circus Debrief</p> <p>Street Circus was well received and very positive feedback on the day and on social media.</p> <p>Given its popularity, the BID would need to decide now whether we want to book it for next year.</p> <p>Proposal: To book the Street Circus for the Easter Saturday in 2024. Vote: Carried.</p>	
9.	<p>Church Street Update</p> <p>Waiting on WSP for construction for construction drawings – see comments above in the BID Office Report.</p>	
10.	<p>UKSPF – funding update</p> <p>As the HAZ funding ends in March 2024, it has been suggested that it would be good for the Shopfront scheme to continue.</p> <p>This would be a combined effort with SC, OTC and BID.</p> <p>Funding would be under the UKSPF and then would operate in the same fashion as the current scheme.</p> <p>Under the UKSPF, the minimum grant is £100,000 and this would need to be a 30% match. Therefore £30,000 which would be split 50/50 with OTC</p> <p>Discussions followed.</p> <p>Proposal: That BID agree to the joint application to the UKSPF in order to continue the Shopfront Scheme, with a potential match fund of £15,000. Vote: Carried.</p> <p>MP – confirmed that there would always be some funding available under the Rural Prosperity fund and more details would be released soon.</p>	
11.	<p>CCTV Update</p> <p>AN confirmed that there have been some further issues with the potential CCTV for Artillery Business Park.</p> <p>The Police have given their support, however have stated that the crimes numbers for the area, do not support that CCTV is needed. This has raised the issues as to whether it can legally be placed on this area.</p> <p>There is still an issue with the power supply in the area, which is increasing the costs.</p>	

	<p>PE confirmed he would speak to BT again and see if we can get anywhere.</p> <p>AN would review again.</p>	
12.	<p>Shopwatch</p> <p>Previous meeting was on 20th March and this was well attended again, with most of the nationals in attendance. Sgt Lever attended on behalf of the Police. His input was really appreciated and there has been some fantastic communication with him on the back of this.</p> <p>We have also managed to get contact details for B&M, Aldi's, and Heron Foods. All businesses we have really struggled to engage with previously.</p> <p>Our next meeting is the 24th April.</p>	
13.	<p>Street Rangers, Security Patrols – PCC Funding</p> <p>No update and still in contact with the PCC funding team.</p>	
14.	<p>Taxi Issues – GK</p> <p>GK raised an ongoing issue with Taxis in the area. AN confirmed that we have looked at these issues before and meetings have been held with SC to review their policies.</p> <p>The main issues in in respect of hackney cabs, which is having a knock on to people being able to get home, particularly those that don't seem keen on pre-booking a taxi.</p> <p>BID would review the issue again and see if there is anything we can do to assist.</p>	
15.	<p>AOB and next meeting</p> <p>6th June 2023 at 3.30pm followed by a BID Open Evening</p>	