

**OSWESTRY BID - Minutes**  
 Tuesday 5<sup>th</sup> September 2023, 4pm  
Location: Furrows

	<p><b>Present</b></p> <p>Tania McGee (TMc), Lanyon Bowdler, Chair          Patrick Evans (PE), Evans Enterprises          Kevin Griffiths (KG), Griffiths Tool Hire          Mark Derham (MD), Bridge Coffee          Carl Thomas (CT), Furrows          Ian Massey (IM), Sainsburys          Alison Parr (AP), Stonehouse Brewery          Graeme Kirkham (GK), Knock and Snitch          Tim Morris (TM), Booka Bookshop          Matt Potts, (MP) Shropshire Council          Emma Chapman (EC), Shropshire Council          Adele Nightingale (AN) - BID Manager          Lindsey Pierce (LP) – BID Assistant Manager          John Waine (JW) – BID Admin</p>	<p><b>ACTIONS</b></p>
<p><b>1.</b></p>	<p><b>Welcomes and Apologies:</b></p> <p>TMc welcomed members to the meeting and new Board Director, Alison Parr.</p> <p>Apologises from Lee Lucks (LL) and Duncan Tipton (DT)</p>	
<p><b>2.</b></p>	<p><b>Minutes of Last meeting and Actions arising:</b></p> <p>Minutes of last meeting approved.</p> <p>Any actions arising to be dealt with during the meeting.</p>	
<p><b>3.</b></p>	<p><b>Conflicts of Interest.</b></p> <p>No conflicts.</p>	
<p><b>4.</b></p>	<p><b>Governance</b></p> <p><b>(i) Year End Accounts</b></p> <p>LP confirmed that the Year End Accounts have been signed on behalf of the board by TMc and they have been filed by Morris Cook.</p> <p>AGM has been provisionally pencilled in for 14<sup>th</sup> November 2023 and would be via Zoom.</p>	
<p><b>5.</b></p>	<p><b>Finance</b></p> <p><b>I. Cash in Bank</b></p> <p>Cash in the Bank as at 31<sup>st</sup> August - £389,673.00</p> <p><b>II. Levy Collection Year to date</b></p> <p>Information not provided from SC prior to the meeting.</p>	

6.	<p><b>BID Office Report</b></p> <p><b>Future Oswestry Group (FOG)</b></p> <p>Joe Bubb to set up a meeting to discuss ‘next steps’ in regard to Festival Square. Pushing SC through FOG to clean, paint, and tidy up the bus station.</p> <p><b>Heritage Action Zone (HAZ)</b></p> <p>Alleyways – due to the ill health of the metal work contractor, Sam (HAZ Officer) is now looking for an alternative contractor to install the metals works.</p> <p>Last few projects are going through, Sports Bar and Dog and Bone, also looking for an official opening for The Little Mall.</p> <p><b>Events</b></p> <p>OBC was a success despite the weather on the Saturday morning. The new system of just using the sensors for managing the capacity numbers worked well (although at no time did, we hit capacity this year). Nightingale House have announced the amount raised as £25,000 which is down on previous year but given the economic climate and the reduce numbers still an amazing achievement.</p> <p><b>CCTV</b></p> <p>We are still waiting for SC to survey the lamps on Garrison Avenue. AN continuing to chase.</p> <p><b>Sports Direct Alley</b></p> <p>Chased with SC and informed them if no movement by our September Board Meeting the BID Board may withdraw their funding offer.</p> <p><b>Railway</b></p> <p>DfT and Helen confirmed that they will be making a decision ‘within the next few weeks’ – however that was the first week of August!</p> <p><b>Festival Square for businesses</b></p> <p>Months on and still waiting to see if SC will allow us to take the 4<sup>th</sup> quarter of the POS on Festival Square in order that we can offer out to BID Businesses. Chased and escalated.</p> <p><b>Traffic Regs</b></p> <p>Feedback from businesses on Glovers Meadow on the 4 options for double yellows have been passed back to SC in order that they can come up with a final design that will take these into account.</p> <p><b>Training</b></p> <p>We are being inundated with training requests which is fantastic! However, this has meant we have had to add a number of extra courses for First Aid, Manual Handling and Fire Warden.</p> <p>Social Media and Customer service courses are both booking up very quickly as well – quite surprised as these are both not until 2024!</p>	

## **LoyalFree Trail**

The safari trail has just ended and we will be asking the winners whether they will take part in PR.

The next Trail will be the Halloween one, which again is designed by Loyalfree, and we just need to supply locations.

## **Marketing**

We're now starting to look towards Christmas and will be looking to use images from previous videos to push shopping and celebrating in Oswestry.

We are looking at a video again – to be discussed at meeting.

## **Shopwatch**

The last meeting was not well attended at all. There has been some fallout within the WhatsApp group, as to whether someone shared information to someone named within the group. This led to a number of people being kicked out which is unfortunate as we believe some of these only noted meeting dates if put in there (despite them being on the emailing list!)

One of our businesses will be assisting in pushing out the next meeting date – 3<sup>rd</sup> October (waiting on room confirmation)

Shopwatch booklet has been well received.

**Facebook** - As at 27 Aug 2023:

OneOswestry (3813) - 56 New Followers (last 28 days).

OswestryBID (3007) - 6 New Followers (last 28 days)

**Website** - July 2023 - 3.7K users; similar to 2022 (which was boosted by Queen's Jubilee)

## **WiFi Platform**

July 2023 saw 11.8K WiFi connections, averaging 407/day.

Over 2.4K registered WiFi users.

## **Footfall**

Awaiting repair of footfall unit, before re-calibrating footfall data.

## **Security Patrols – Industrial Estate**

In June - there were 4 security reports on the Industrial Estate.

In July - there were 3 security reports on the Industrial Estate.

## **Comprehensive What's On Listings**

Events listings updated through to Dec 2023. Now shared by Oswestry Live too.

## **Coach Friendly Accreditation**

Update in meeting

## **Event Support**

**Balloon Carnival** Park & Ride map/info poster, Park Exits Safety posters.

**Community Games** promo/info posters

	<p><b>BID Newsletter</b></p> <p>Production and mailing, plus online comms.</p>	
7.	<p><b>Church Street Update</b></p> <p>AN confirmed that works have now started on Church Street and there was an update meeting this coming Wednesday at 3.30pm.</p> <p>TM noted that comms needed to be timed to give updates at each stage.</p> <p>AN confirmed that she would keep pushing for updates and ensure that SC are pushing out appropriate messages.</p>	
8.	<p><b>Coach Friendly</b></p> <p>JW confirmed that the Coach friendly team attended and reviewed the location, following submission of our application.</p> <p>Some points have been raised and we would now work through these.</p>	
9.	<p><b>Sports Direct Alleyway</b></p> <p>AN noted that the Board agreed to a £20,000 spend to tidy up the alleyway, approximately 2 years ago</p> <p>Unfortunately, we are still seeking confirmation of ownership and therefore permissions to work on the alleyway.</p> <p>Given the length of time that has passed, we believe that we should walk away from this project.</p> <p>Discussions followed.</p> <p><b>Proposal:</b> No longer continue with the Sports Direct Alleyway project.  <b>Vote: Carried.</b></p>	
10.	<p><b>Street Rangers/Street Pastor Project</b></p> <p>AN explained that we had not been successful in our application to the PCC, as they were not looking to support any safer street/ranger type projects this round. We would try again.</p> <p>The Board had already agreed to provide match funding and therefore would the board support funding a trial run of the project for 12 months in the sum of £38,106.</p> <p>TM noted that communication to levy payers will be very important.</p> <p><b>Proposal:</b> Fund a street ranger project for 12 months in sum of £38,106, whilst still seeking funding from where we can.  <b>Vote: Carried.</b></p>	
11.	<p><b>Fireworks in the Park</b></p> <p>AN explained that last year the Fireworks and Bonfire in Oswestry was called off due to safety concerns at its location (legal requirements have now changed for events). It was then too short notice to host anywhere else in town.</p> <p>This year OTC are looking to host a Firework display in the park.</p>	

	<p>Discussions followed.</p> <p><b>Proposal:</b> Oswestry BID sponsor the event.  <b>Vote: Not Carried</b> – believe that nothing is added for our businesses in town by sponsoring the event and to leave it to OTC to organize and run.</p>	
12.	<p><b>UKSPF – funding update</b></p> <p>AN confirmed that round 2 of funding was due to open shortly and we would be re-submitting our bid to continue the Shop Front scheme.</p> <p>MP ran through the breakdown of where UKSPF funding was up to and how allocation of the funds has gone.</p>	
13.	<p><b>AOB and next meeting</b></p> <p><b><u>AOB</u></b></p> <p>AN will be continuing to speak to potential Directors and update the Board accordingly.</p> <p><b><u>Next Meeting</u></b></p> <p>17<sup>th</sup> October 2013</p> <p>The Fort Offices</p>	