

**OSWESTRY BID - Minutes**  
 Tuesday 17<sup>th</sup> October 2023, 4pm  
Location: The Fort

	<p><b>Present</b></p> <p>Patrick Evans (PE), Evans Enterprises          Kevin Griffiths (KG), Griffiths Tool Hire          Mark Derham (MD), Bridge Coffee          Alison Parr (AP), Stonehouse Brewery          Lee Lucks (LL), Oswestry Borderland Tourism          Graeme Kirkham (GK), Knock and Snitch          Matt Potts, (MP) 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>1.</p>	<p><b>Welcomes and Apologies:</b></p> <p>AN welcomed members to the meeting.</p> <p>Apologises from Tania McGee (TMc), Carl Thomas (CT) and Tim Morris (TM)</p>	
<p>2.</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>3.</p>	<p><b>Conflicts of Interest.</b></p> <p>PE acknowledge a conflict with points 11 CCTV &amp; 12 Planning Applications on the Agenda</p>	
<p>4.</p>	<p><b>Governance</b></p> <p><b>(i) Year End Accounts</b></p> <p>The Accounts are currently not showing on Companies House and LP have chased Morris Cook to see what’s wrong.</p> <p><b>(ii) Companies House</b></p> <p>IM and DT have now been removed from Companies House as Directors.</p> <p><b>(iii) Potential Directors</b></p> <p><b>Jordan Trafene, Oswalds Taxis, application as BID Director</b></p> <p>The Board had invited Jordan Trafene of Oswald’s Taxis to come to the meeting and share his background, experience and interest in joining the BID Board.</p> <p>Discussions then followed.</p> <p><b>Proposal:</b> Jordan Trafene be invited to join the Board.  <b>Vote: Carried.</b></p>	

**Dawn Edwards, Covent Garden Fruit Market Limited, application as BID Director**

The Board had invited Dawn Edwards of Covent Garden Fruit Market Limited to come to the meeting and share her background, experience and interest in joining the BID Board.

Discussions then followed.

**Proposal:** Dawn Edwards be invited to join the Board.

**Vote: Carried.**

**5. Finance**

**I. Cash in Bank**

Cash in the Bank as at 13<sup>th</sup> October 2023 - £323,038.88

**II. Levy Collection Year to date**

BID TERM	Liability (£)	Receipts (£)	Credits (£)	Balance O/S	% Collected
2023/2024	275,716.52	269,621.97	10,908.63	17,003.18	94.06

**6. BID Office Report**

**Future Oswestry Group (FOG)**

Still waiting on SC to arrange a meeting with relevant Officers regarding Festival Square – next steps.

Pushing for updates on the Cambrian Building, Castle View and the ‘spruce up’ of the Bus Station.

**Heritage Action Zone (HAZ)**

Final project being pushed through, 2 Shopfronts – Dog and Bone and The Sports Bar, finishing off alleyways, preparation for Love Oswestry Event for Feb 2024 and evaluation reports now being completed for HE.

**Events**

No events for BID.

**CCTV**

Waiting for an up-to-date quote from Chris at ORP.

**Festival Square for Businesses**

Months on and I am 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 - still chasing SC.

**Traffic Regulations**

Chasing SC for update on Glovers Meadow – new drawing taking in comments from 4 options already presented. Chasing for lines to be painted at the end of Mile Oak by the re-cycling centre and chasing if we can have some sort of box junction outside Lewis & Holmes.

**Training**

Training courses are still having a great uptake, but on the reverse, we are also having an increase in drop outs again and have charged our first BID levy payers for late notice of non-attendance.

Makaton is taking place currently, split over two nights – last Thursday and this coming Thursday with 24 attendees.

### **LoyalFree Trails and App**

Halloween Trail has now commenced and this is our last one of the year – next one will probably be the Love Oswestry one again next February.

### **Marketing/Social Media**

Currently pushing out Autumn/Halloween activities and themes on Socials.

This will then move into Christmas, where we will continue to push the Shop local message.

### **Christmas Video**

We have met with 4 videographers from the surrounding areas. All submitted ideas and a provisional quote to give us a feel.

Will be going with Colada films - <https://colada.uk/>

### **Shopwatch**

Meeting on the 3<sup>rd</sup> October was held as an open meeting session along with our usual meeting.

Much better attendance and information sharing.

Next meeting 14<sup>th</sup> November 2023.

### **Facebook**

As at 9 Oct 2023: OneOswestry (3875) -26 New Followers (last 28 days).

As at 9 Oct 2023, OswestryBID (3033) - 19 New Followers (last 28 days)

### **Website**

Aug-Sep 2023 - 6.6K users, 12K, views

### **WIFI Platform**

Aug-Sep 26,772 WiFi connections, averaging 446/day.

Over 2429 registered WiFi users.

### **Footfall**

From Aug-Sept 2023, 703,596 visitors, averaging 11,726/day with average Dwell Time 201 minutes.

We are up on 2022 footfall with an increase of 50K visitors across Jan-Sep from 3510K to 3555K.

In 2023, 31.7% new visitors compared with 22.7% new visitors in 2022.

### **Security Patrols - Industrial Estate**

In August - there were no security reports on the Industrial Estate.

In September - there were 2 security reports on the Industrial Estate.

	<p><b>Comprehensive What's On Listings</b></p> <p>Events listings updated through to Dec 2023. Now shared by Oswestry Live too.</p> <p><b>Coach Friendly Accreditation</b></p> <p>Three local eateries signed up to provide Driver refreshments as required by Coach Friendly. Just awaiting a couple of signs to be installed, before the accreditation decision.</p> <p><b>Street Rangers</b></p> <p>Good progress made on the look and design of the service working with West Mercia Police and Valley Security. Early press releases to be followed by a more detailed piece.</p> <p><b>Business Directory Refresh</b></p> <p>Updating the <i>Find It Buy It</i> directories for the industrial estate and town centre, with a view to publishing the next edition in print and online.</p> <p><b>Footfall Reports</b></p> <p>Provided for Street Pastors project, and Cambrian Railway Station UKSPF bid.</p>	
7.	<p><b>Church Street Update</b></p> <p>AN that following the initial works on Church Street, there have been quite a few negative comments on social media etc, and a few falls.</p> <p>SC have sent there teams out to check and no issues identified and the pavements and kerbs installed are standard and used around the country.</p> <p>We need to wait until the whole project is finished and we have put this out on socials too.</p>	
8.	<p><b>Oswestry- Gobowen Rail link update</b></p> <p>AN confirmed that obviously the news that the railway will be re-connected as been all over the press.</p> <p>This is fantastic news for Oswestry and we along with all involved will keep pushing to get the works started as soon as possible.</p>	
9.	<p><b>Street Ranger Update</b></p> <p>AN and LP confirmed that everything is now in place and they would be starting on 6<sup>th</sup> November.</p> <p>We have been in communication with the Police to see what training/assistance they could offer.</p> <p>Press releases would be coming out shortly.</p>	
10.	<p><b>Coach Friendly</b></p> <p>Accreditation has now been received.</p> <p>We will be having a presentation on the 9<sup>th</sup> November 2023 at 1pm to be presented with the Certificate.</p>	

11.	<p><b>CCTV</b></p> <p>AN confirmed that we have now had confirmation that the road has been adopted, along with the lampposts.</p> <p>New quote is now in and AN asked the board whether they would still wish to continue with this project.</p> <p>Discussion then followed.</p> <p><b>Proposal:</b> Fund the installation of CCTV on Artillery business park to the sum of £10,860.00  <b>Vote: Carried - AN will now take this to Oswestry Town Council and the CCTV controller.</b></p>	
12.	<p><b>Planning Applications</b></p> <p>AN noted that following our last discussion over planning applications, she noted that given the potential for investment, growth etc in the local area, should this be something we should be involved in or at least try.</p> <p><b>Proposal:</b> Speak to SC to see if we can be a consultee on potential commercial potential applications  <b>Vote: Carried – AN will pursue this with SC.</b></p>	
13.	<p><b>UKSPF – funding update</b></p> <p>MP provided an update and confirmed that the 2 windows for applications were now open.</p>	
14.	<p><b>AOB and next meeting</b></p> <p><u><b>Next Meeting</b></u></p> <p>AGM 7<sup>th</sup> November 2023 via Zoom</p> <p>Board Meeting 28<sup>th</sup> November 2023</p>	