

OSWESTRY BID - Minutes
 Tuesday 9th January 2024, 4pm
Location: Hadleigh Works

	<p>Present</p> <p>Tania McGee (TMc), Lanyon Bowdler, Chair Mark Derham (MD), Bridge Coffee Patrick Evans (PE), Evans Enterprises Jordon Trafene (JT), Oswald’s Taxis Dawn Edwards (DE), Covent Garden Fruit Market Limited Graeme Kirkham (GK), Knock & Snitch Alison Parr (AP), Stone House Brewery Matt Potts (MP), Shropshire Council</p> <p>Adele Nightingale (AN) - BID Manager John Waine (JW) – BID Comms & Tech</p>	<p>ACTIONS</p>
<p>1.</p>	<p>Welcomes and Apologies:</p> <p>TMc welcomed members to the meeting.</p> <p>Apologies from Tim Morris, Carl Thomas, Lee Lucks, and Lindsey Pierce.</p> <p>Non-attendance: Carl Thomas, Lee Luck, Tim Morris, Kevin Griffiths, Lindsey Pierce.</p>	
<p>2.</p>	<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>	
<p>3.</p>	<p>Conflicts of Interest.</p> <p>None.</p>	
<p>4.</p>	<p>Governance</p> <p>- TMc clarified the voting process is for Directors only, and does not include the BID Team and council representatives.</p> <p>- TMc introduced the topic of BID Levy, and that standard practice at the beginning of a term is for the BID Board to consider whether raising the levy was appropriate.</p> <p>AN noted that we need to make a decision as levy invoices are due to be sent out by Shropshire Council. Also, that we shall be reviewing budgets soon, which we will be brought to the Board in Spring.</p> <p>After a full discussion, the Board voted on leaving the BID Levy at the current level.</p> <p>VOTE CARRIED</p>	

5.	<p>Finance</p> <p>I. Cash in Bank</p> <p>Cash in the Bank as at 4th January 2024 - £238, 639.01</p> <p>II. Levy Collection Year to date</p> <table border="1"> <thead> <tr> <th>BID TERM 2</th> <th>Liability (£)</th> <th>Receipts (£)</th> <th>Credits (£)</th> <th>Balance O/S (£)</th> <th>% Collected</th> </tr> </thead> <tbody> <tr> <td>2023/24</td> <td>276,361.51</td> <td>273,644.83</td> <td>10,700.14</td> <td>13,416.82</td> <td>95.32</td> </tr> </tbody> </table>	BID TERM 2	Liability (£)	Receipts (£)	Credits (£)	Balance O/S (£)	% Collected	2023/24	276,361.51	273,644.83	10,700.14	13,416.82	95.32	
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6.	<p>Additional Festoon Lighting</p> <p>TMc led discussion on additional Festoon Lighting for the town centre to include extensions for Leg St, Beatrice St, and Willow St. <i>Additional Cost: £2639.</i></p> <p>AN added that the lighting times had been extended because of excellent feedback from businesses, and this is also in the context of recouping 25K from the Church St project.</p> <p>Board discussion followed and a vote was taken on the additional festoon lighting.</p> <p>VOTE CARRIED.</p>	<p>BID Team.</p>												
7.	<p>Oswestry Balloon Carnival (OBC) - Update</p> <p>AN led discussion on OBC, typically scheduled for mid-August in Cae Glas Park.</p> <p>Following some changes to carnival arrangements, it was proposed to leave a decision on a funding contribution till more clarification has been provided.</p>													
8.	<p>Street Rangers - Update</p> <p>AN gave an update on the Street Ranger service. There is an upcoming review of the service with providers, Valley Security, to reflect on feedback and adjust schedules and routes. We've had very positive feedback from businesses, but we want to improve and extend the service, if possible.</p> <p>The Street Rangers continue to work closely with Oswestry Police to support their work.</p> <p>BID are exploring additional funding channels.</p>	<p>BID Team.</p>												
9.	<p>Town Centre & Industrial Estate Directories</p> <p>TMc introduced the project of refreshing our business "Find It Buy It" directories for the Industrial Estates and Town Centre.</p> <p>AN added that we'll soon be emailing eligible businesses to notify us of changes, and to seek permissions for additional entries, by end of January. Oswestry Life has been booked in to deliver new printed copies around Oswestry.</p>	<p>AN/JW</p>												

10.	<p>Church Street - Update</p> <p>AN updated on Church Street enhancements. We're waiting to look to add additional planters where appropriate. Once they are all in place, they will be capped off.</p> <p>Taking into account the budgeted amount and grants for design costs, we have £33,000 remaining.</p> <p>It was proposed to keep a portion of this (£5,000) ring-fenced for maintenance purposes, and release the remaining amount back into the BID budget to be re-allocated.</p> <p>VOTE CARRIED</p>	
11.	<p>Planning Applications</p> <p>TMc introduced topic on the possibility of BID being a consultee on Oswestry planning applications.</p> <p>Shropshire Council has recommended that we register to be notified on upcoming applications.</p> <p>AN led a full Board discussion on how we want to approach handling and assessing relevant planning applications.</p> <p>It was decided to register and monitor the volume and type of applications coming through. Then, we can apply criteria for selection and significance, and forward such applications to the Board for comments.</p>	BID Team.
12.	<p>Coach Friendly/Bloom Update</p> <p>AN updated on a recent Coach Friendly promotion to leverage our Coach Friendly status and Britain in Bloom "best large town" award.</p> <p>We're developing stickers to promote the message, email out logos for businesses to use, and are looking at signage as you come into town. We put together a full-page advert on the coach industry's Group Leisure directory in partnership with Oswestry Town Council and Oswestry Borderland Tourism.</p> <p>We've also developed a spreadsheet to record details of coach inquiries and arrivals.</p> <p><i>Director's Suggestion – to do another promotion directly to coach companies in the Spring.</i></p>	BID Team.
13.	<p>Director's Perspective</p> <p>TMc re-introduced the idea (suggested within the directors' one to one meetings with the BID team) of providing a regular Director's Perspective at Board meetings, to share information and insights into their sector, but also their views and perspective on the town as whole. This would support the BID's work in identifying new opportunities for the town, and dealing with present/upcoming challenges.</p> <p>GK stepped forward to begin the process along with TMc at the next meeting.</p> <p>Further volunteers to be agreed at the next meeting.</p>	TMc, GK
14.	<p>BID Office Report</p> <p>The BID Office report was provided to the Board for comments and questions providing stats, notes and updates on projects.</p>	

	<p>There was a discussion on footfall, in which it was commented that footfall on English Walls had been particularly good this December.</p>	
<p>15.</p>	<p>AOB and next meeting</p> <p>Board discussion of taxi sector in Oswestry, raised as a significant issue in town.</p> <p>AN will look to arrange a new meeting to bring together relevant participants to discuss Taxi sector, and how to resolve some of the complex challenges.</p> <p>MP gave an update on the current state of UKSPF funding.</p> <p><u>Next Meeting</u></p> <p>LP will be booking all upcoming meetings, at a selection of local venues, and inform the Board.</p>	<p>LP</p>