

**OSWESTRY BID - Minutes**  
 Tuesday 8<sup>th</sup> November 2022, 4.30pm  
Location: The Townhouse

	<p><b>Present</b></p> <p>Ian Follington (IF), Chair            Patrick Evans (PE), Evans Enterprises            Tania McGee (TMc), Lanyon Bowdler            Lee Lucks (LL), Oswestry Borderland Tourism            Stuart Phillips (SP), Celt Rowland            Graeme Kirkham (GK), Knock and Snitch            Duncan Tipton (DT), Wilko            Mark Derham (MD), Bridge Coffee            Kevin Griffiths (KG), Griffiths Tool Hire            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>IF welcomed members to the meeting.</p> <p>Apologies from Samantha Cleal (SC2) and Tim Morris (TM)</p> <p>EC from Marches Growth Hub as part of SC, re-introduced herself to the Board.</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 of interest were declared by Board Members.</p>	
<p><b>4.</b></p>	<p><b>Governance</b></p> <p>AN confirmed that James Woodward has stepped down from the Board as a Director and the relevant paperwork has been filed at Companies House.</p> <p>AN advised that the AGM must be held by 23<sup>rd</sup> February 2023 in order to comply with the Company Articles and we will set at date at the end of this meeting</p> <p>TMc nominated and confirmed as Deputy Chair</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 04/11/22 - £373,801.02</p>	

<b>II. Levy Collection Year to date</b>					
	<b>Liability (£)</b>	<b>Receipts (£)</b>	<b>Credits (£)</b>	<b>Balance O/S</b>	<b>% Collected</b>
2018/2019	250,907.89	253,849.45	3,832.70	891.14	99.65
2019/2020	263,005.46	263,114.26	1553.38	1,444.58	99.45
2020/2021	277,103.43	273,689.96	2499.81	5,913.28	97.88
2021/2022	277,209.40	277,033.57	3946.49	4,122.32	98.53
2022/2023	277,953.78	276,122.67	19202.86	21,033.97	92.92
<b>TOTALS</b>	<b>1,346,179.96</b>	<b>1,343,809.91</b>	<b>31,035.24</b>	<b>33,405.29</b>	<b>97.57</b>

  

<b>6.</b>	<p><b>Ballot Result – De-brief and next steps</b></p> <p>IF confirmed that the Renewal Ballot was successful and thanked the team for their hard work.</p> <p>AN provided a review of how the process had gone and that we had a received a positive Yes result with a good turn-out. AN did clarify that anyone has the right to challenge the outcome of the vote and they have 28 days from the ballot to do this.</p> <p>IF confirmed that the Board would also like to record their thanks to Dr Julie Grail for her support and guidance through this ballot process.</p>
<b>7.</b>	<p><b>BID Office Report</b></p> <p><b><u>Future Oswestry Group (FOG)</u></b></p> <p>AN confirmed that we are still pressing through the FOG group to advance the Church Street/Sports Direct Alley Public Realm Projects and Joe Bugg (SC) has confirmed that will be an update at the next FOG meeting on Thursday 10<sup>th</sup> November. SC are considering some temporary options for the Church Street Project to allow it to advance and will bring them to the meeting.</p> <p>The Pubwatch group have raised the issues with the vehicle speed limits along Church Street and Willow Street. AN had confirmed that FOG group would also be considering this and looking at a scheme to introduce 20mph limits through the town centre.</p> <p>There should also be an update on the “Sports Direct Alley” ownership too to allow us to progress plan to clean and improve the passageway.</p> <p><b><u>High Street Heritage Action Zone (HSHAZ)</u></b></p> <p>AN confirmed that a HSHAZ Board meeting took place on Monday 7<sup>th</sup>.</p> <p>AN confirmed that she had been on a walk around with SC to discuss the issues of the bins and anti-social behaviour in Clawdd Du Alleyway. All businesses backing onto the Alleyway were then invited to a meeting at the Guildhall to discuss options. Only one business attended, however they were able to provide information as to who used the alleyway and which bins are used.</p> <p>The funding for Shop Front schemes has now been fully subscribed to and there is a little bit left in the re-purposing fund and in the enhancement fund.</p> <p><b><u>Events</u></b></p> <p>Nothing to report</p> <p><b><u>Vehicle Tracking System – Industrial Estate</u></b></p> <p>Credit note received from ORP and we are chasing refund payment.</p>

	<p>AN will return to Elephant WIFI who had initially confirmed that they could provide something and get an update.</p> <p><b><u>Vehicle Activated System (VAS)</u></b></p> <p>New signs have been installed and we just need to check positioning.</p> <p><b><u>CCTV</u></b></p> <p>OTC were waiting for the BID vote outcome, before giving us the go ahead on Artillery Business Park and therefore AN will now go back to them.</p> <p><b><u>Wayfinding</u></b></p> <p>A further wayfinding 15 banners should be installed around the Industrial Area in the next few weeks to expand and enhance the banners already installed.</p> <p><b><u>Oswestry Railway Reconnection</u></b></p> <p>No update.</p> <p><b><u>Training</u></b></p> <p>Manual Handling, Defib and First Aid currently on offer, as well as a Financial Course in January.</p> <p><b><u>Pubwatch</u></b></p> <p>Meeting this morning, see above (Future Oswestry Group) for comments raised on speeding issues through town centre.</p> <p>As it has been 12 months, a new Chair and Deputy Chair need to be voted in and we will be emailing out details for this.</p> <p><b><u>Shopwatch</u></b></p> <p>No update.</p> <p><b><u>Night Bus</u></b></p> <p>177 passengers in September and 170 in October.</p> <p>LP confirmed that we are still not seeing the figures we would like to see and the trial will be ending on the 31<sup>st</sup> December 2022 with no further funding provided.</p>	
8.	<p><b>Potential New Directors</b></p> <p>AN confirmed that we have been approached by Carl Thomas from Furrows regarding potential Board Membership.</p> <p>Agreed to invite him to the next Board meeting to meet him.</p>	
9.	<p><b>AGM</b></p> <p>AGM date set for 7<sup>th</sup> February 2023, and meeting place will be confirmed.</p>	

10.

## **AOB and Next Meeting**

### **Christmas Video**

AN and LP confirmed that filming was currently underway and we should be able to release it at the end of November. There will be extra costs for this one, as it's a little different.

### **Christmas Parking**

Confirmed that OTC will be offering free weekend parking in their car parks on the run up to Christmas. SC will not be offering free parking in the car parks they control.

JW will be producing a poster to advertise the free parking, along with OTC current free Saturday bus.

### **UKSPF Funding**

EC provided an update on where they were in the process. She confirmed that this should have started at the end of November 2022, however they are still waiting on an update.

### **Traffic Regulations**

There are still some parking issues ongoing on the Industrial Estate, and these have been referred to SC for enforcement action.

### **Sustainability Conference at AICO**

AN and EC confirmed that a Sustainability Conference is being run at AICO on 30<sup>th</sup> November 2022. JW would be sending a further Mailchimp notification to push this out to Levy Payers.

### **Oswestry Town Maps**

LL confirmed that the current print run is nearly at the end and there was no further tourism funding available from Government or the culture consortium.

**Proposal:** That the BID contribute £2,000 to print a new batch

**Vote:** Carried

### **Food Festival**

SC2 had asked whether BID could become more involved with the Food Festival – food demonstration tents, chefs etc. LL suggested that a proper map might be useful as well.

AN will be looking at setting up a meeting to discuss potential support.

### **Security Patrols in the Town Centre**

AN confirmed that we were looking at whether there was any need for a security patrol in the town centre. This has been a really good engagement tool with the Industrial Estate Levy Payers.

AN will set up a meeting with Valley Security and will speak to the Police for their view.

### **Next Meetings**

No meeting to be held in December.

Tuesday, 10<sup>th</sup> January 2023

TIME – 4.00pm

VENUE – TBC