

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 21st September 2017
Time: 11.30am – 1.30pm
Location: Obsidian Group, Chantry Court, Chester, CHI 4QN

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Matt Pochin – Legat Owen (MP)
- Gill Williams - CWAC (GW)
- Steve Potts – B&S Group (SP)
- Ceri Roberts – Arco (CR)
- Jane Hough – Groundwork CLM (JH)
- Mark Henshaw – Groundwork CLM (MH)

Agenda Item	Minutes	Actions
Welcome and introductions	Welcome and introductions were made around the table for all those present. Apologies were received from Iain Paton and David Brindley.	
Constitution & Board Membership	<p>Constitution JH shared the constitution with the board. JM asked if the constitution could be signed off at this meeting, or would it need to go to the group for approval.</p> <p>JH confirmed at the last group meeting everyone was handed a copy of the documents for comments. JH had stated that she had given the group opportunity to make comments via email after the meeting, no comments were received, and therefore it was acceptable for both the Chair and Vice-Chair to sign the document. A copy would be held on file and also on the West Chester BID website once it had been signed.</p> <p>JM asked that if approvals were required by the board for future projects, could this be done remotely by email. JH confirmed that remote approvals could be received and a copy would be retained on the project file.</p> <p>Board Membership A discussion took place on board membership. There is one vacancy currently on the board.</p> <p>The football club (located in the Welsh Border) have been asked to become a voluntary member. MH had asked the club if the BID could hold training courses and provide the room hire free of charge, this would be the clubs voluntary contribution to the BID. MH confirmed that there had been a change in Management and currently it wasn't the time for the club to have representation on the board.</p> <p>MH stated that he had been trying to drum up support from businesses on his visits.</p> <p>JM asked if Sanctuary Housing had confirmed if they would join the board. JH confirmed that the decision is sat with their legal team.</p> <p>MH confirmed that he had, had a discussion with Mike Graham – Grahams Machinery given Mike's involvement in the BID feasibility study back in 2012. MG had confirmed that he didn't currently have the time, but would consider the position later in the year.</p>	<p>JH to ensure a copy of the constitution is available on the website once designed.</p>

	Halliwell Jones have confirmed that commercial commitments would mean that they wouldn't take up a position on the board at this current time	
<p style="text-align: center;">Planning Applications</p>	<p><u>Sovereign Way</u> JH and SP shared the visuals and information on the planning application. Information has been confusing. Amended plans were shared for "change of use". SP was concerned about the lack of communication on the application to surrounding businesses and how consultation was approached.</p> <p>A detailed discussion took place between the group.</p> <p>JH confirmed that she had made contact with the Planning Department, but had no response.</p> <p>GW confirmed that the BID was on the list for consultation for the local plan.</p> <p>JH requested that the BID be added to the consultation list (although not a statutory consultee).</p> <p>GW confirmed that Economic Development Team do receive information on planning applications. It was suggested that Economic Development could share with the Chair, Vice Chair and the BID Team.</p> <p>GW also confirmed that she had spoken to Highways around the issues experienced in this area around traffic movements. SP asked what the regulations were on low loaders.</p> <p>GW also confirmed that she had also had dialogue the Enforcement Team about inappropriate car parking. MH is already having discussions with Ken Prior at CWaC about enforcement.</p> <p>JH suggested that the internal officers meeting was necessary to understand how these issues can be addressed.</p> <p>JH also confirmed that Mark would be conducting an audit of the site and sharing this with officers.</p> <p>JM asked where council responsibility ended, the road or the path. JH confirmed if the paths are public then this is the responsibility for CWaC to maintain.</p> <p><u>Bus Depot</u> JM confirmed that an application had been submitted to the Wales planning team for the corner of the car park.</p> <p>No firm details were available at the meeting, but JM and GW were aware of the application.</p> <p>Buses would be leaving first thing in the morning and returning outside of rush hour, therefore may not have a detrimental impact on traffic movements on the site.</p> <p>JH suggested that the Football club could make their spare car park spaces for the cars that are currently parking on street.</p> <p>JM asked if he could reconfigure his car park. GW thought that you could as long as the plan conforms to planning conditions.</p>	<p>GW confirmed she would check with the Planning department</p> <p>Highways and Enforcement to be picked up with internal officers at CWaC.</p> <p>GW confirmed she would obtain a map of the site.</p>
<p style="text-align: center;">Project Plans</p>	<p><u>Mobile Security Patrols</u> JH presented plans for Security.</p> <p>3 companies were approached to tender for the security contract. JH disclosed that</p>	

she had approached Arrow, did have some communication, but didn't respond to the formal tender. Night Owl Security at Chester were also contacted, but didn't respond. Alpha Omega Securities did respond. AO have provided good value for money. MP confirmed that they were very good on Winsford Ind Est. JH confirmed that they were very good at managing illegal traveller incursions.

JH presented the cost proposal which includes an increase that complies NMW each year.

JM confirmed that he would like to see total costs for the annual contract.

SP asked what the "divorce" clause was. JH confirmed that the contract could be cancelled within 28 days.

CR asked if the security guards were local to be able respond to emergencies. JH confirmed that staff were present on site at all times.

GW asked if the staff would be familiar with the site. JH confirmed that periodic visits to site by the Alpha team to review the locations, hot spot areas etc. would be conducted with the security staff and MH.

The board gave in principle to decision for Alpha subject to total costs being approved by the board.

Selecta Mark DNA Property Marking Kits

JM asked how effective Selecta Mark was and if it was successful at Winsford.

JH confirmed that the BID would include a number of interventions to support with Crime Prevention. Selecta Mark couldn't be used in isolation to target crime.

A quote was received for £1,900 + VAT for 100 kits.

SP asked if the markers could be used on Fork Lift Trucks. JH confirmed that she would speak to Selecta Mark DNA.

The board approved the costs to purchase the kits

Rapid Text Service

JH explained how this service had worked really well on Winsford Industrial Estate. JH explained the service in further detail.

Monthly service charge is £50. The site will get a dedicated contact number. The BID team will market the service to individual businesses.

The costs are 20p per genuine calls answered, 1p per second call time and 12p per SMS message sent out to businesses.

Texts will be issued to individual businesses to raise awareness of issues on the trading environment.

JH that a budget of £1,500 had been allocated in the budget for the project.

It was suggested that the usage should be reviewed on a quarterly basis.

SP asked would it be linked to Cheshire Police. MH confirmed that he would be talking

JH to issue total costs to the board for consideration

JH to check on the usage of the kits with Selecta Mark DNA

MH to purchase the Selecta Mark Kits and distribute to companies

	<p>to the police</p> <p>JH suggested that the service is trialed for 6 months.</p> <p>The board agreed to support the service for 6 months and review on a quarterly basis.</p> <p><u>E-bulletin/Newsletter/Communications</u> JH gave an overview around the E-bulletin and Newsletter.</p> <p>JH confirmed that the team were receiving a few calls from businesses who didn't know what the BID was. MH to make contact with businesses.</p> <p><u>Schedule of Training Courses</u> JH shared a schedule of training courses with the board.</p> <p>CR confirmed that Arco have an internal training department and would share costs with MH.</p> <p>Jigsaw (on site) will review their costs - £1500 + VAT for 12 (3 day course) £660 for 12 + VAT (1 day course).</p> <p>JH confirmed to the board that the team would progress to book trainers who offered best value for money for the BID.</p> <p>JH recommended that we trial the courses to measure attendance.</p>	<p>MH to set up the service with Office Link</p>
<p>Baseline Information</p>	<p><u>Estate Audit</u> JH confirmed that details had been received for key contacts for internal officers and some, but not all Baseline information has been received from CWaC.</p> <p><u>CCTV</u> Discussion around CCTV coverage, which is located at the entrance of Bumpers Lane CR raised issues around CCTV coverage. Ann discussed issues surrounding Travellers JH reiterated communications between public sector and private sector will be greatly improved now the BID is in place.</p>	<p>MH will conduct an Estate Audit to share with officers at the meeting</p> <p>JH to co-ordinate a meeting for internal officers</p> <p>MH to share the estate audit with board members</p>
<p>A.O.B</p>	<p><u>Website</u> SP requested that we have an online portal where the board can share meeting dates and information.</p> <p>JH confirmed that this could be reviewed in the New Year and would be discussed and agreed what would be included on the website with the board.</p> <p><u>Chester Growth Partnership</u> JM confirmed that he is a member of the Chester Growth Partnership, so he is raising the profile of the West Chester BID at this forum.</p> <p>JM is on the infrastructure group and will be making sure that if any projects or funding comes forward that the BID is best placed to be included</p> <p>JH mentioned that CHI BID and Northwich BID have placed a collective BID through the local authority for funding to introduce "free Wi-Fi" in Chester and Northwich. GW confirmed that she would ensure that the West Chester BID featured on the agenda as a standard item at meetings.</p>	

Next Group Meeting Date: Wednesday 7th February 2018, 2pm at Obsidian Offices, Chantry Court, Chester, CHI 4QN