

## Minutes

**Meeting:** West Chester Commercial BID – Executive Board Meeting  
**Date:** Thursday 19<sup>th</sup> April 2018  
**Time:** 10.30am – 12.30pm  
**Location:** Obsidian Group, Chantry Court, Chester, CHI 4QN

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Mark Diaper – Legat Owen (MP)
- Gill Williams – CWaC (GW)
- Simon Lamond – CWaC (SL)
- Greville Kelly – Groundwork CLM (GK)
- Steve Potts – B&S Group (SP)
- Mark Henshaw – Groundwork CLM (MH)
- Ceri Roberts – Arco (CR)
- Jane Hough – Groundwork CLM (JH)

Agenda Item	Minutes	Actions
<b>Welcome and introductions</b>	Welcome and introductions were made around the table for all those present. Apologies were received from Iain Paton and David Brindley.	
<b>Presentations</b>	<p>A presentation was received from the Disability Partnership around how employers can support and embrace peoples with disabilities within the work place.</p> <p>A presentation was received from Power Solutions on joint energy savings for West Chester BID members.</p>	MH to distribute details of the offer to businesses through email and his face to face meetings with businesses.
<b>Approval of the minutes</b>	The minutes from the meeting held on 19 <sup>th</sup> April 2018 were approved by the board.	
<b>BID/Budget Claim</b>	JH presented the Budget claim for the period. The BID is operating within budget, concerns were expressed around the lack of investment in the Greener and Cleaner budget. MH explained that he was pushing Cheshire West and Chester Council on their baseline delivery before the BID invests any money in additional services.	
<b>Project Plans</b>	<p><b><u>Security</u></b>  MH updated the board on the security initiatives on site. The mobile security patrols were operating over the bank holidays. JM requested some costs for rapid response security for traveler incursions. The rapid text service could be better utilised by BID members. MH also stated that he was working with CWaC CCTV team to work up a business case for an additional camera on Sovereign Way.</p> <p><b><u>Website</u></b>  JH presented the proposal from Solutions 24/7 to the board. The other two suppliers had failed to respond to the tender. JM explained that the two suppliers were concerned that payment for the website would only be made on satisfactory completion of the site. JH explained if the suppliers had expressed their concerns at the time, there could have been some discussion and agreement about phased</p>	<p>MH to report back the actions at the next board meeting.</p> <p>JH to instruct Solutions 24/7 to start to develop the website</p>

	<p>payments.</p> <p>The board agreed that Solutions 24/7 had demonstrated a good price and a long track record of working on specific BID websites.</p> <p><b><u>Image Enhancements</u></b></p> <p>AR reported that the litter around the laundry was still proving an issue. MH stated that he had contacted CWaC enforcement team about the issues.</p> <p>MH will be meeting with Streetscene, Estates, Economic Development and Enforcement and Highways Officers on 30<sup>th</sup> April 2018 to discuss all the issues relating to the site.</p> <p>SL confirmed that the old Securicor site had been sold.</p> <p>MH requested that we commission a landscape design architect to develop a scoping exercise of the site, the plan would cover landscaping and signage.</p> <p><b><u>Training</u></b></p> <p>MH explained that the training courses were very well attended by BID members and further requests had been made for more courses. JH confirmed that the year's schedule had now been communicated out to businesses. SL would start to draft up the timetable for 2018/2019 courses.</p> <p>A discussion too place around de-fib training and the board agreed that it would be beneficial to look at costs for a de-fib on site.</p> <p>In addition costs were requested for Fork Lift Truck training to be delivered on site.</p> <p><b><u>Communication</u></b></p> <p>MH explained that he was receiving some negative communications about the BID from a couple of small businesses based in the Bumpers Lane area. JH explained that several emails had been exchanged explaining the benefits of the BID to companies. GW stated that the Council had received a FOI from one BID member and the Council were in the process of responding to the request.</p>	<p>MH to report progress at the next board meeting.</p> <p>MH to report progress at the next board meeting.</p> <p>JH to present costs to the board at the next meeting.</p> <p>JH and MH continue to deliver the business plan and communicating out updates and initiatives on a regular basis.</p>
<p><b>A.O.B</b></p>	<p>JM reported that he was meeting localities to discuss Wi-fi for Chester City on Tuesday 24<sup>th</sup> April 2018.</p>	<p>JM to report back at the next board meeting</p>

**Next Executive Board Meeting Date: Thursday 4<sup>th</sup> October 2018, 10.30am at Obsidian Offices, Chantry Court, Chester, CHI 4QN**