



Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 21st March 2019
Time: 10.45am – 1:00pm
Location: Obsidian Group, Chantry Court, Chester, CHI 4QN

- Jordi Morell - Obsidian Group (JM)
- Steve Potts – B&S Group (SP)
- Ann Rogers – Deva Design (AR)
- Mark Diaper – Legat Owen (MP)
- Gill Williams – CWaC (GW)
- Iain Paton – CwaC (IP)

- Jane Hough – Groundwork CLM (JH)

Apologies Received:

- Mark Henshaw – Groundwork CLM (MH)

Agenda Item	Minutes	Actions
Welcome and introductions	Welcome and introductions were made around the table for all those present.	
Approval of the minutes	The minutes from the previous meeting were approved as a true and accurate record of the meeting.	
Business Park Manager - Update	<p>JH provided an update on the Business Park Managers Report.</p> <p>Commissioning Streetscene is inspecting the site regularly. A report is produced each quarter and there is a check to make sure that standards are being met. The site is looking better, but this needs to continue.</p> <p>JM informed the board that he has done a couple of walks around the site and has noticed the difference. The football club has undergone some work but there is a problem with cars parking on the grass verges.</p> <p>There is a litter picking enforcement team.</p> <p>Board Members and the BID Team will all share information with MB/GW.</p> <p>MB suggested creating either parking spaces or planting up, so people can't park up.</p> <p>JM noted that he had not noticed the DNA Marking Signs.</p> <p>A solar powered business park was explored, reducing carbon emissions and with funding pots of money available for specific projects.</p> <p>Innovate UK have got a £1.5m pot of money for green initiatives.</p> <p>JM suggested solar panels on the new CWaC buildings.</p> <p>The board agreed that the Government Department should come and present at the</p>	<p>GW to speak to Regulatory Services about parking on the grass verges/double yellow lines.</p> <p>JH to invite Government Department to come and present at the next board meeting.</p>

	<p>next board meeting.</p> <p>George Ablett is taking over from Peter Bulmer to come and present.</p> <p>Travellers are located on Minerva Avenue. GW is to report to Dawn Taylor.</p> <p>It would be a good idea to look at other interventions to prevent traveller incursions.</p>	
BID/Budget Claim	<p>JH presented the Budget claim for the current period.</p> <p>The figures were accepted.</p>	
Project Plans	<p><u>Street Care</u></p> <p>It was reported that there was a monthly sweeping on the 2nd March and there would be another one on the 6th April. There is an adhoc litter pick once a week at the request of Mark Henshaw. There is spraying on alternative weeks and grass cutting on a 3 weekly basis.</p> <p>Online reporting of issues is now live.</p> <p><u>CCTV</u></p> <p>CCTV funding will come from the Industrial Strategy. CWAC are looking at big infrastructure projects.</p> <p>SP enquired whether cameras could be installed on private buildings. It was asked where all the cameras are located on the Business Park.</p> <p>In terms of LEP events there is a draft Industrial Strategy</p> <p>It was agreed to also look at other pots of funding.</p> <p>There are LEP events in June 2019.</p> <p><u>Training courses</u></p> <p>An update was provided on the current schedule of training courses.</p> <p><u>Website</u></p> <p>The log on details for the website have not been sent out. MH had previously said he would send these out. This has not been done at present.</p>	<p>MH to provide a quote for hanging baskets on the site</p> <p>JH to speak to Sarah Founds about locating on private buildings.</p> <p>GW to see if there is any match fund from CWAC.</p> <p>GW to send JH information on the events and the industrial strategy.</p> <p>JH to speak to Solutions 24-7 regarding BID member's user information on the website.</p>
A.O.B	<p>The newsletter has been very well received and copied have been given to trade counters as well as face to face.</p> <p>Members Budgets - from November 2018 MH was provided with information about applying for Members Budgets. The board questioned why nothing was ever submitted.</p> <p>JM thanked everyone for attending and the meeting was closed.</p>	

Next Executive Board Meeting Date: Friday 2nd August 2019.