

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 4th October 2018
Time: 10.30am – 12.30pm
Location: Obsidian Group, Chantry Court, Chester, CHI 4QN

- Jordi Morell - Obsidian Group (JM)
 - Steve Potts – B&S Group (SP)
 - Ann Rogers – Deva Design (AR)
 - David Brindley – CIPFA (DB)
 - Mark Diaper – Legat Owen (MP)
 - Gill Williams – CWaC (GW)
 - Iain Paton – CwaC (IP)
 - Jane Hough – Groundwork CLM (JH)
 - Mark Henshaw – Groundwork CLM (MH)
 - Stephanie Leese – Groundwork CLM (SL)
- Apologies Received:**
- Ceri Roberts – Arco (CR)

Agenda Item	Minutes	Actions
Welcome and introductions	Welcome and introductions were made around the table for all those present. Apologies were received from Ceri Roberts.	
Approval of the minutes	The minutes from the meeting held on 19 th April 2018 were approved by the board as a true and accurate record.	
Business Park Manager - Update	<p>MH distributed the Business Park Managers report and provided a brief update.</p> <p><u>Security</u></p> <p>MH reported that there had been no security issues over Bank Holiday. Costs were provided for weekend security on selected dates.</p> <p><u>Audit</u></p> <p>MH was unhappy as to how the audits have gone. Community Payback is litter picking and removing fly tipping and are doing a great job. MH feels the image is not good on CWaC’s part. MH has reported this to Mark Brazil from CWaC. MH and JH feel CWaC are not delivering the baseline agreements. MH feels his role should not be to keep reporting weeds to CWaC. JH feels this needs to be reported to cabinet.</p> <p>GW reported that she has met with the Streetscene senior team and that budget cuts have resulted in a large restructure within the team. Streetscene have reported to GW that if the problems are put on to the portal, they will be dealt with. GW feels Streetscene needs to manage people’s expectations better. IP reported that it was an eye-opener as to the poor resources in the Streetscene team. GW reported that Streetscene’s new system is based on priorities – if people add to the system, it records it and the jobs will get done in order of priority. Individual businesses need to start reporting flytipping issues or any other issues. JH feels that weeds and litter are part of the baseline and shouldn’t even have to be recorded. IP thinks that the baseline has now changed since the previous baseline and a new baseline needs to be given. IP reported that by January the system should be working properly.</p>	JH to establish whether a new baseline agreement with CWaC is needed.

	<p>JH wants to arrange a meeting with Maria Byrne from CWaC and Cllr Shaw to discuss the issues. JH says MH has not got the time nor resource to report weeds. JH suggests the BID can put more resource in to MH's time to do this if the board wants this, but that she wouldn't recommend this. JM says to make sure that Sealand is prioritised and to discuss with CWaC.</p> <p><u>CCTV</u></p> <p>MH informed the group that the CCTV was looking to cover the entrance and exit of Sovereign Way. The best time to put an application in would be February/March time and it would be monitored by CWaC. MH estimates that it would be a £25,000 project. JH says £10,000 was put aside for ANPR and thinks the £10,000 should be put in to the CCTV as ANPR has already been installed on Sealand Road. Member's budgets can also be utilised. IP will speak to Jamie Atkin about member's budgets.</p> <p>The board approved the move of £10,000 from ANPR to CCTV.</p> <p><u>DNA orange warning signs</u></p> <p>MH reported that Cheshire Police now cannot fit the signs for free anymore due to resource. MH has spoken to Highways but they have requested an OS survey type map. MH has found the columns and the planning will be done and sent to Highways. The cost is £775.</p> <p><u>Image Enhancements</u></p> <p>MH reported that Sovereign Way is now looking much better and that everyone was pleased with the outcome.</p> <p><u>Street signs and name plates</u></p> <p>MH reported that Kay at Highways has ordered the new street name plates. MH is trying to agree with Highways to put a sign on the junction with Knutsford Way near the entrance to the site.</p> <p><u>Training Courses</u></p> <p>MH reported that the training courses had been well received over the past year and that the new training schedule is out with many courses getting lots of bookings already.</p> <p><u>Fork Lift Truck Training</u></p> <p>It was agreed that Fork Lift Truck Training would be trialled and £1000 was allocated for this year to assess its success.</p> <p><u>Website</u></p> <p>MH requires testimonials from the BID board members to go on to the website.</p> <p>SP has offered to go and speak to Mr Emmett who has a problem with the BID. JH will provide SP with contact details. GW will ask Mr Emmett if it ok to pass on his details.</p>	<p>JH to discuss the issues with Maria Byrne</p> <p>IP to speak to Jamie Atkin about members budget RE CCTV</p> <p>MH to arrange installation of the DNA signs</p>
<p>BID/Budget Claim</p>	<p>JH presented the Budget claim for the end of Year 1 of the BID. JH informed the board that the auditors came in from Murray Smith to look at the accounts. JH informed the board that there was an income of £90,000 for the year and the BID has spent just under £60,000. JH informed the board that the BID is in a healthy position.</p> <p>JH explained that there has been no spend on the Greener and Cleaner theme as the</p>	

	<p>BID team had to first establish what the baseline was with CWaC before the BID made any additional investments in the site. JH informed the board that £30,000 would be carried forward in to Year 2.</p> <p>The figures were accepted.</p>	
<p>Project Plans</p>	<p><u>Website</u></p> <p>A question has been raised with the map. The boundary with Wales is wrong and a building is missing. MH will review the plan/map. JM feels the site needs a new OS map instead of a google map. DP thinks that an Office Space section needs to be added to the site like there is on the Winsford website.</p> <p>It was emphasised that the name is Sealand Industrial Estate and Chester West Employment Park.</p> <p>The board agreed that the website needs to work on tablets and phones and that a map of defibrillators should be on the site. The draft of the website was approved. The Board members agreed to send an image and bio for each of themselves.</p> <p><u>AGM</u></p> <p>SP will speak to Mr Emmett before the AGM meeting. November was agreed as the month for the meeting and lunch is to be provided. A date between the 11th and 24th November would be suitable.</p> <p><u>Communication</u></p> <p>JH informed the board that the hard copy newsletter will go out. JM has spoken to CWaC about wifi in the city centre and this won't go ahead now. JM informed the group that Wavenet is looking to put in fibre network across the whole park as part of a voucher scheme. JM is speaking to Wavenet to find out what the cost will be going forward.</p>	<p>MH to review the map on the website.</p> <p>JH to ask Solutions 24-7 to add a map of the defibrillators to the website.</p> <p>Board members to send MH an image and bio of themselves.</p> <p>MH to book in the AGM with Chester Football club.</p>
<p>A.O.B</p>	<p>MH feels the new road is a good PR opportunity between the BID and CWaC.</p> <p>JM thanked everyone for attending and the meeting was closed.</p>	<p>IP to link CWaC PR officer with MH</p>

Next Executive Board Meeting Date: Wednesday 21st November 2018, 12.00pm at Chester Football Club