

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Wednesday 7th February 2018
Time: 2pm – 4pm
Location: Obsidian Group, Chantry Court, Chester, CHI 4QN

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

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, Gill Williams and David Brindley.	
Presentation from Park and Ride Services	A presentation was received from Cheshire West and Chester Council on the available offers/discounts for businesses and their employees to incentivise the use of the Council run Park and Ride services. A number of suggestions were made on how this service could support the Estate. It was agreed that MH would meet separately with CWaC and discuss the offer in more detail	MH to meet with PH to discuss discounts/offers for businesses
Approval of the minutes	The minutes from the meeting held on Thursday 21 st September 2018 were approved by the board.	
Board Membership	<p>There is still a vacancy on the board. A discussion took place around the table on which companies could be approached.</p> <p>It was confirmed that Des Olsen from CES, who had been very supportive through the initial consultation in 2012 had now moved to another site.</p> <p>MH had contacted Mike Graham from Grahams Machinery again, but has received no response.</p> <p>MH has met with Matthew Hannigan from Matthew Hannigan Garage Doors, who initially thought the role would be of some interest to his Wife. However, Matthew has now confirmed that they want to focus on their business, so wouldn't be progressing any further.</p>	MH to continue to discuss board membership with businesses through business engagement.
Project Plans	<p>Security Updates</p> <p>MH provided the board with an update on the projects/services that had been set up in the first quarter of the BID implementation. These included mobile security patrols over the Christmas and Bank Holiday period. Selecta Mark DNA property marking kits had been handed out to individual businesses and the relevant signage, the Rapid Text service has been set up and police surgeries had been arranged on the business park in the New Year.</p>	

	<p>JM asked if MH had received permission from Street Lighting to install signs to raise aware of the Selecta Mark scheme. MH had sent several emails and was still awaiting a response.</p> <p>SP asked if the PCSOs were linked to the Rapid Text Service. MH confirmed that they weren't.</p> <p><u>Joint Procurement</u></p> <p>MH provided the board with an opportunity to work with Power Solutions who are based in Chester and would support companies in lowering their operational costs. JM asked how different Power Solutions were from any other Joint Procurement Agents. MH suggested that Power Solutions were invited to the next meeting to present on their offer.</p> <p>JM also confirmed that he would provide contact details for company that collects cardboard.</p> <p><u>Website</u></p> <p>JH provided some examples of other BID websites to the board. The board agreed that the best approach would be to adopt a similar site to the Gadbrook Park BID. Features are to include Blog/Twitter Feed on the front page, inclusion of a jobs vacancy section, where jobs drop off the site once they reach their deadline date. Other options could include property to let/for sale, BID member login section where confidential reports would be held, planning applications relating to the site and options to register "your business" and the inclusion of an interactive map of the site.</p> <p>JH confirmed that she would draft up the tender to go out to 3 companies. JM confirmed that he had details of 2 local website development companies and the board agreed that Solutions 24/7, who are experienced in developing BID websites to also quote. JH agreed to have quotes returned ready for the board to review at the next meeting in April.</p> <p><u>Training Courses</u></p> <p>MH confirmed that a schedule of training courses had been booked with Chester Football club. The club have offered the room hire free of charge with favorable costs for refreshment and lunch. The first course takes place on 13th February, which is fully booked. All courses are advertised by email and can be booked on Eventbrite. JH confirmed that a further update on course uptake would be provided at the April Board Meeting.</p> <p>SP asked if costs could be sought for Fork Lift Training. JH confirmed that some similar training had been delivered at Winsford BID and it seemed sensible to use the trainer, who was very cost effective.</p>	<p>MH to chase Street Lighting and Highways for approval of the signs</p> <p>SP to provide mobile numbers for the Estate PCSOs</p> <p>MH to arrange for Power Solutions to present at the April Board Meeting</p> <p>JM to provide MH with details.</p> <p>JH to draft tender document with a deadline for returns on 30th March 2018</p> <p>JH to provide update at the next board meeting</p> <p>JH to provide costs for Forklift Truck training at the next meeting</p>
<p>Baseline Information</p>	<p><u>CWaC Internal Officers Meeting – Outcomes/Progress</u></p> <p>JH and MH reported that there had been very little progress in terms of establishing baseline information from the Streetscene and Estates Teams, this was generally down to the complexities of land ownership on site. Highways had filtered some information through, however the BID Team were still waiting on approvals for the road network improvements on Sovereign Way. JH confirmed that she had escalated the lack of feedback to GW and IP. GW was chasing for information. JH confirmed that if actions</p>	<p>JH/MH to chase for updates and advise the board accordingly</p>

	<p>weren't addressed that the issues would be escalated to the Senior Managers in the relevant departments and Cllrs.</p> <p><u>Community Payback</u></p> <p>MH advised the board that there was an opportunity for the BID to work with the Community Payback team. This would see Community Payback support the estate by providing a litter picking service. In return the BID would purchase the team some tools for their community work. The board agreed this would be worthwhile as the estate was covered with litter.</p>	<p>MH to instruct Community Payback to litter pick the site</p>
<p>A.O.B</p>	<p>JM stated that he was unable to attend the next Chester Growth Partnership meeting and asked if SP or JH could attend in his place.</p>	<p>SP/JH to liaise on availability</p>

Next Executive Board Meeting Date: Thursday 19th April 2018, 2pm at Obsidian Offices, Chantry Court, Chester, CHI 4QN