

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Friday 24th April 2020
Time: 12pm – 2pm
Location: Zoom Meeting

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Mark Diaper – Legat Owen (MD)
- Lexa Farthing – Cheshire West Library Services (LF)
- Chris Leicester – Sanctuary Housing (CL)
- Gill Williams – CWaC (GW)
- Greville Kelly – Groundwork CLM (GK)
- Jane Hough – Groundwork CLM (JH)

- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)

Apologies:

- Steve Potts – B&S Group (SP)
- Eleanor Thomas – Living Floors
- Iain Paton – CWaC (IP)

Agenda Item	Minutes	Actions
Welcome & Apologies	JM welcomed all those present to the meeting. Apologies were received from Iain Paton and Steve Potts.	
Minutes from previous meeting and actions	<p>JH had previously distributed the minutes from the previous meeting via email and asked if there were any questions. JM went through the actions of the previous meeting.</p> <ul style="list-style-type: none"> - GW to speak to a member of the travelling community to discuss illegal traveller encampments. GW reported back that Dawn Taylor would like to arrange a date – however everything was put on hold from the end of March due to the ongoing Covid-19 situation. JM asked if there was much activity from travellers at the moment. JH replied no, not at present. - HS provided an update from Dee View companies on installing a barrier. The majority of companies felt this was a good idea. Police have spoken to youths who were joyriding in the area. - Greener and Cleaner – Gill Williams was going to speak to the environment team about a mole issue on site. This will be moved forward to the next meeting as an action. - Big Tidy Day – this has been placed on hold due to current circumstances with Covid-19. This will be progressed next spring - depending on current circumstances. - Signage – JH has spoken to Gethin (Groundwork CLM) over the past week who is progressing the two signs at the moment. There have been some difficulties over land ownership and permissions. One was going to be situated on B&S Group’s land. This was depending on Steve Potts and renewing his lease. This can’t progress further until the new lease is understood. One sign would be on Bumpers Lane and one on 	<p>GW to progress discussions with traveller community once restrictions are lifted.</p> <p>GW to discuss mole issue on site with environment team.</p>

	<p>Sovereign Way – Gethin is currently pulling together all of the standard tender documents. The concern is what signage companies are still operating. JH has asked him to look at other projects on the list – Project 1 on the Quad, Project 8 and Project 11 outside Bromborough Paints. JH will share this with the board once she receives them.</p> <ul style="list-style-type: none"> - Car Parking – the meeting that was due to take place on Tuesday was rearranged. GW has spoken about this in early March. Ken Prior will be invited to a future meeting. Car Parking is not a problem currently. - JM has not had a chance yet to check out the website to see if changes have been made. - SL reported that training has been postponed at present until a later date and once restrictions are lifted. A suggestion was made surrounding Health and Wellbeing seminars for employees. GW to send SL links on CWAC’s health and wellbeing information. SL to investigate if there are online seminars that can be joined. SL to review what is on the council’s website and put in the bulletin and on twitter. <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p>	<p>GW to send SL links on CWAC’s Health and Wellbeing information. SL to investigate online seminars for employees.</p>
<p>Finance Report – 2019-2020</p>	<p>JH displayed the accounts spreadsheet to those present in the Zoom meeting via screen share. JH has changed the forecast for Q3 and Q4. In Q3 there is additional budget for security for another month. The question is does the BID want to invest in security at the level currently – 24hour security. JH informed the board there is a small budget for training courses for Q4 if needed. There are also figures for landscaping and signage maintenance. JH asked the question of what level of security the board would like to invest in – there have not been many issues and no traveller encampments. AR commented that the service so far has been great. JM commented that it may be best to go back to weekends and evenings. JH will ask for a cost from Alpha Omega and share it with the board so the decision can be made.</p> <p>The small business grants from the Government were discussed. Only small businesses seem to be benefitting – there needs to be something to capture the larger businesses.</p> <p>JM asked when CWAC would be wanting rate payments again. GW replied that it was just April as an exception for payments but this may change.</p> <p>There were no questions on the accounts and they were approved by the board.</p>	<p>JH to obtain costs from Alpha Omega on security costs for weekends and evenings.</p>
<p>Business Plan update</p>	<p>HS updated the board members with the current business plan.</p> <p>Safety and Security</p> <p>HS updated further that the security necessities would be looked at going further. There have not been many problems regarding security bar the Dyster points at 16,17,18 and 19. HS reported he is unable to get on site to look at the Dyster Points at present due to the ongoing situation. HS has asked for reports every Monday morning to ensure Dyster Point checks are being done properly.</p> <p>Greener and Cleaner</p>	

	<p>HS reported that Gethin is continuing to work on the landscaping master plan.</p> <p>Car Parking</p> <p>HS reported that a few businesses have picked up the phone to inform him of parking problems.</p> <p>Rapid Text Service</p> <p>HS reported that there has been a big increase in the uptake of the Rapid Text Service, mainly due to him phoning all businesses in the BID area to get emergency contact details and to ask if they would like to sign up to the scheme. Some businesses have said there are too many emails coming through. HS has emailed companies he couldn't get through to on the phone.</p> <p>Energy Efficiency</p> <p>Information on this project has been distributed in the e-bulletin to businesses in the BID area.</p>	
<p>Project and Recovery Plan</p>	<p>HS reported that at present 54 businesses remain open – some staff are working from home and some staff have been furloughed. 27 businesses have not answered any phone calls. The BID Team are working from home and are continuing to support businesses via phone and email.</p> <p>Quite a few businesses on the estate are working and trading with each other. Worries are surrounding recruitment and security during the lockdown. There are also concerns surrounding what will happen if businesses don't qualify for grants – there are worries about the interest rates on any loans. The BID Team will start to lobby for the businesses that have fallen through the gaps of grants available from the government.</p> <p>The BID Team will also look at the common trends and the intel received from businesses.</p> <p>GK fed intel back from a meeting with the Cheshire Business Group which has been reviewing the issues that have been reported. GK will meet again next Wednesday and will get some feedback then on the issues.</p> <p>It was agreed that the most important thing is to keep engaging with businesses. Every business is different with different scenarios and the intel will help support with the recovery plan. The BID Team and Board will get together after the next review from government and discuss ideas.</p>	
<p>AOB</p>	<p>JM asked HS to find out which businesses are contributing things to the Covid-19 effort, as it would be good to publish this information in the weekly reports. This would also be a good way of introducing smaller companies to larger companies in the area.</p> <p>The e-bulletin open rates were discussed and had been averaging around 30% over the past couple of issues. The latest issue was 25%. This could be for a</p>	<p>HS to establish which businesses are helping with the Covid-19 efforts.</p>

	<p>number of reasons as staff are being furloughed and businesses are closing as time goes on so emails are not being opened. The e-bulletin will be looked at to see if the open rates can improve.</p> <p>JM thanked everybody for joining the meeting. The meeting was closed.</p>	<p>SL to look at e-bulletin content to see what the difference is in open rates.</p>
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Date and time of next meeting: Tuesday 7th July 2020, 12pm on Microsoft Teams