



Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Wednesday 29th January 2020
Time: 12pm – 2pm
Location: Obsidian Offices, Chantry Court, Chester

- Jordi Morell - Obsidian Group (JM)
 - Steve Potts – B&S Group (SP)
 - Ann Rogers – Deva Design (AR)
 - Mark Diaper – Legat Owen (MD)
 - Lexa Farthing – Cheshire West Library Services (LF)
 - Chris Leicester – Sanctuary Housing (CL)
 - Eleanor Thomas – Living Floors
 - Gill Williams – CWaC (GW)
 - Greville Kelly – Groundwork CLM (GK)
 - Jane Hough – Groundwork CLM (JH)
 - Hugh Shields – Groundwork (HS)
 - Colin Parker-Rich – CWaC (CPR)
- Apologies:**
- Iain Paton – CWaC (IP)

Agenda Item	Minutes	Actions
Welcome & Apologies	JM welcomed all those present to the meeting. Apologies were received from Iain Paton.	
Approval of the minutes	JH distributed the minutes from the previous meeting and asked if there were any questions. There were no comments on the minutes. The minutes from the previous meeting were approved as a true and accurate record of the meeting.	
Finance Report	JH handed out copies of the accounts to the board members present. There were no questions on the accounts. The accounts were approved by the board.	
Business Plan update	<p>Safety and Security</p> <p>The board held a detailed discussion on the number of illegal traveller encampments that the estate had been experiencing. GW suggested that the board could engage with a member of the travelling community to engage and build a relationship with the community. It was agreed that the Board would like to engage with a member of the travelling community.</p> <p>A detailed discussion was undertaken around Anti-social behavior on site, particularly at weekends and at the new Dee View premises.</p> <p>SP suggested the opportunity for the BID to fund investment into new security barriers around Dee View. This was approved for Groundwork to review with</p>	<p>GW to progress this</p> <p>AR would pass details of a supplier for barriers to the BID Team</p> <p>HS to engage with Dee View companies AR to supply details of Devas supplier</p>

	<p>CWaC. Discussion was also held about wider improvements to introduce physical barriers to stop traveler entry.</p> <p>JH briefed the board on plans for a security consultant. AR reported they have a company who provide consultancy advice.</p> <p>Greener and Cleaner</p> <p>A detailed discussion took place on the amount of moles that businesses were experiencing on site.</p> <p>JH detailed the audit report and the works that CPR team had undertaken on site. The board agreed that a Big Tidy Up day would be a good community initiative.</p> <p>The signage proposal was shared with the board, the board agreed on the to be included:</p> <ul style="list-style-type: none"> ○ Map ○ Welcome feature ○ Potential colour coding for roads <p>Car Parking</p> <p>HS stated that there were around 400 cars parked on the highway across the estate. AR said she was concerned about reducing car parking capacity. HS confirmed that he had a meeting booked with the football club to discuss the use of their car park in business working hours. Several board members suggested that there were issues with coach parking on race days and football match days. GW confirmed that she would invite the car parking council representative to the next board meeting. SP highlighted conversations with Ken Prior in the CWaC Enforcement team car parking improvements. CPR highlighted the importance of reporting incidents through 101</p> <p>Joint waste management service</p> <p>JH confirmed that she had spoken to CHI Chester BID about their supplier who offers free 4 weeks of waste disposal. JM requested that we ask what their recycling policy is.</p> <p>BID Team</p> <p>GK explained that a restructure was being introduced to ensure high levels of service, quality across the BIDs team.</p> <p>Website</p> <p>£900 of redevelopment work has being commissioned. To be completed in mid February.</p> <p>Training</p> <p>ET highlighted they did not know about FLT training. ET to contact Stephanie</p>	<p>GW to take further advice from the Councils Environment team</p> <p>JH/HS/CPR to discuss the initiative in further detail</p> <p>JH to provide provide feedback to GO</p> <p>GW to invite Rep to next meeting</p> <p>All board members to report on 101 issues.</p> <p>JH to request recycling policy</p> <p>JH to feedback to the board at the next meeting</p>
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	<p>Leese about FLT supplier.</p> <p>LF Lexa left meeting and suggested a health and well being element to the BID business plan.</p>	<p>For discussion at the next meeting</p>
<p>AOB</p>	<p>MD reported that a number of new businesses were taking up residence on the Dee View site.</p> <p>GW reported that</p> <ul style="list-style-type: none"> ○ The Cheshire and Warrington Growth hub have new products ○ New school in Blacon – Head teacher is seeking placement opportunities for work experience ○ CwaC are hosting a Business Consultation event on Air quality ○ Northgate consultants are providing a procurement briefing for companies interested in acting as a supplier for the new development. *ebulletin article <p>JM welcomed two new board members Eleanor Thomas and Lexi Farthing. Chris Leicester will support the board in an advisory capacity.</p>	

Date and time of next meeting: Friday 24th April 2020, 11.30am via Zoom