

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 13th January 2022
Time: 2:00pm – 3:30pm
Location: MS Teams Meeting

- Jordi Morell - Obsidian Group (JM)
- Chris Leicester – Sanctuary Housing (CL)
- Jane Hough – Groundwork CLM (JH)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Gill Williams – CWAC (GW)

- Elaine Smillie – Living Floors

Apologies:

- Ann Rogers – Deva Design (AR)
- Mark Diaper – Legat Owen (MD)
- Lexa Farthing – Cheshire West Library Services (LF)
- Eleanor Thomas – Living Floors (ET)

Agenda Item	Minutes	Actions
Welcome & Apologies	<p>JM welcomed all those present to the meeting.</p> <p>Apologies were received from Lexa Farthing, Ann Rogers, Mark Diaper. JM informed the board that Steve Potts has resigned from the board.</p>	
Minutes from previous meeting and actions	<p>HS had 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"> • HS needs to contact the representative from Diabetes Awareness. Hasn't been able to get in touch. There is a cost – starts at £5k. HS will distribute some information to the board. • HS to report on crime in the area. Is included in the report. • Tree cutting – no longer paying for the tree cutting and HS has taken this out of the landscaping plan. • HS has not yet emailed those regarding spaces on the board. <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p>	<p>HS to send information regarding Diabetes Awareness to the board.</p>
Finance Report	<p>JH shared the screen.</p> <p>Financial position is mostly unchanged. BID has been in a healthy position for a number of years now.</p> <p>JH has forecasted spend in Q2 – landscape projects have been implemented across the site in Q1 so that money has been defrayed. Training courses have restarted as safe to do so.</p>	

	<p>If certain budgets aren't spent during one Quarter, this will be pushed forward. The BID will receive a 5 month payment from CWAC covering April to the end of August 2022. Projected surplus of £19.5k. BID will be cautious on money spent between now and the end of August. Projected spend for the year is £122 677.</p> <p>JM asked why administration costs had increased to £1500 from £150 in Q3. JH will double check this figure in Q3 – JH advised it may be due to membership costs for British BIDs and CRM costings in this quarter.</p> <p>There were no further questions.</p>	<p>JH to look at Q3 administration costs.</p>
<p>Project Report</p>	<p>HS briefly outlined the report.</p> <p>CCTV - Notices have been put on lampposts. Nobody has been negative regarding this and all businesses are positive on the introduction of CCTV and ANPR.</p> <p>Consultation for BID 2 – HS has spoken to businesses to get consultation responses and has sent out the survey. So far there are almost 30 responses but need more in order to produce the Business Plan.</p> <p>Security – HS has met with Alpha Omega regarding security. Have been patrols during the Christmas period. There is a sizeable piece of land -making sure travelers don't pitch down on it. Costs for Alpha Omega are increasing due to national living wage – this has been approved by the board. HS will get more quotes to make sure the BID is getting the best value for money.</p> <p>Crime figures – taken from the National Crime Statistics database from Jan 21 – Nov 21. 131 crimes were reported including on Sealand Road. Taking out Sealand Road, the total figure decreases by 47. Figures broken down are as follows: Minerva Avenue: 9, Jupiter Drive: 7, Mercury Court: 48, Knutsford Way: 6, Hartford Way: 1, Winsford Way: 4. Hopefully these figures will reduce once CCTV and ANPR is introduced.</p> <p>Landscaping – Spoken to UU regarding the cracked drain. The road was closed for 2 weeks but this has now been fixed. JM asked what the Landscape Work at Bromborough was regarding. This is where the BID maintains part of the area.</p> <p>Business Engagement – HS has spoken to small and medium businesses and has booked in 7 businesses for Made Smarter to speak to. Many businesses are expanding and looking for advice. Unfortunately 6 meetings were cancelled due to Covid and will be rescheduled.</p> <p>There were no further questions on the project report.</p>	<p>HS to speak to the police regarding the crime rates on Mercury Court.</p>
<p>Queen's Jubilee</p>	<p>JH asked whether the BID board would like to support any initiatives for the Queen's Jubilee. Projects can include tree planting. JM thinks there is a need to explore to see what projects are relevant to the site. If anything fits, the board will take a look. JM feels something of a more permanent nature to mark it would be more relevant. JM asked GW what CWAC were planning.</p>	
<p>Low Carbon Interventions</p>	<p>GK has identified 3 areas to look at, company based, one to many, and Structural. Ideas could include businesses looking at their own carbon footprint and</p>	

	<p>businesses looking at net zero action plans. Once companies know their carbon footprint, they can look at measures to work to a net zero position. Carbon Literacy training is also an option. One to Many activities – Carbon Literacy training courses for employees (BID funded), Net Zero Awareness sessions, Car sharing and business resilience training for extreme weather conditions. Bigger structural projects could include looking at transport studies. Smart Energy Networks – a number of councils are looking at this. Options for green planting and tiny forest projects.</p> <p>JM – Literacy Training would be good along with resilience training and awareness sessions.</p> <p>GW – there is Climate Change budget, but CWAC needs to assess what that is to be spent on. There is also a budget for heat networks. Heat Networks are where large energy intensive companies that are producing surplus heat can capture the heat for neighbouring businesses. Possible business is LaundryTec.</p>	
<p>BID 2 Consultation</p>	<p>Currently undergoing the consultation process. Not as many responses as needed due to Christmas and Covid. Will be looking at the responses once HS and SL have targeted businesses. JH will be submitting the 84 day notice at the end of the month. Will develop a Business Plan with the responses from the consultation. Difficult with the National companies – needs to go to Head Office and trying to get the contact details, but these individuals don't know what is happening locally.</p>	
<p>AOB</p>	<p>GW – latest round of business grants. Government made the announcement pre Christmas for hospitality and leisure sectors which went live last week. Additional restrictions grant money – application process went live yesterday. Wider support than hospitality and leisure. Small amount of grants for Businesses impacted by Omicron. Council website – support for business button.</p> <p>Also an Investor Fund and a Skills and Training Grant. Information on this is on the Lets Talk Business website. Support is only available until the end of March.</p> <p>JM – Applications from people to join the board – JM would like to drop the limit on the board members as would like to introduce new members to carry on for BID 2 so they understand the processes. Limit was removed – all 3 new board members will join in at the next meeting as onlookers. Ceri will also return to the board. Question will be asked of existing board members if they want to remain on the board for BID 2. LF, CL, ES and AR are both still interested in being on the board. Need to recruit a new Chair and Vice-Chair.</p> <p>JM thanked everybody for joining the meeting. The meeting was closed.</p>	<p>GW to send to HS. HS to send out to businesses.</p> <p>HS will speak to those who were interested in joining.</p>

Date and time of next meeting: 14th April 2022.