

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 24th June 2021
Time: 2:00pm – 3:30pm
Location: MS Teams Meeting

- Jordi Morell - Obsidian Group (JM)
- Steve Potts – B&S Group (SP)
- Ann Rogers – Deva Design (AR)
- Eleanor Thomas – Living Floors (ET)
- Lexa Farthing – Cheshire West Library Services (LF)
- Chris Leicester – Sanctuary Housing (CL)
- Mark Diaper – Legat Owen (MD)
- Jane Hough – Groundwork CLM (JH)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Catherine Walker – CWAC (CW)
- Gill Williams – CWAC (GW)

Apologies:

Agenda Item	Minutes	Actions
Welcome & Apologies	JM welcomed all those present to the meeting. There were no apologies.	
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"> • JM asked what work Zone was. It was regarding local vacancies, trying to get local workforce and advertise vacancies. HS has spoken with GW regarding this. • BID Levy debts – Business Rates team have now issued liability orders for outstanding debt. Can enter an instalment plan. If businesses honour to do this, the liability cost will be cancelled. In normal circumstances the team were collecting 98%. Still remains over the 80% mark and isn't affecting any projects being delivered. • CCTV – this will be covered as a separate item. • Landscape and Masterplan – this has been shared. HS has been working on additional projects within the plan. HS is pushing through other projects identified to tidy up certain parts of the estate. Tree topping on Jupiter Road – hoping to complete this soon after nesting season is over. • BID 2 proposal – GK and JH have signed off on the proposal. Proposal will be sent out via email – if there are any questions then Board members should ask JH or JH. Usually costs are 20k to complete a BID ballot project, but as the BID is currently live the costs will be significantly lower. <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p>	JH and GK to send out BID 2 proposal via e-mail.

Finance Report	<p>JH shared the screen. The BID currently has a surplus of £97k. Total income is £181,878. End of Q3 for the financial year. Then it will be year 5 of the BID. No questions on this. JM requested a copy of the finance report to be sent over. JH will send over a copy.</p>	<p>JH to send over a copy of the finance report.</p>
Project Report	<p>HS briefly outlined the report and distributed it to the board members.</p> <p>Security – having a few issues with travelers coming on to the estate and seems to be more frequent this year than last. Litter is being left and there are a number of cars. CWAC looking to erect 4 barriers.</p> <p>Audit - HS has sent out the report on the audit.</p> <p>Defibrillators - 114 businesses replied to HS defibrillator email. Only 5 didn't reply. Now have a comprehensive list of defibs – there are 11 defibs on the site. HS will ask businesses if they are happy to share their details. Once HS has this information it will be shared on the estate.</p> <p>Diabetes awareness - HS will speak to the rep to do a 5 minute talk to the board to see what the BID can do.</p> <p>There were no questions on the project report.</p>	<p>HS to speak to the rep for Diabetes Awareness.</p>
CCTV – Tender Update	<p>JM asked if both companies got the same remit. HS says yes. JM likes the idea of the fibre-optic solution from one of the bids. HS has met both companies and took them around the site. The question was asked if 10k could be allocated to keep CCTV running if BID 2 failed. JM would like to examine the bids further and have discussion with both teams who have put up quotes. Sub-group will discuss in more detail. Proposal will be refined better.</p>	<p>JM to discuss CCTV with both companies.</p>
AOB	<p>HS asked for good news stories for the hard copy bulletin.</p> <p>GK – One consequence of Brexit is European funding. Government has committed to replace EU funds with UK funds to deliver similar regeneration projects. Government have launched the community renewal fund. Short-term opportunity to trial project ideas between now and next March.</p> <p>JM thanked everybody for joining the meeting. The meeting was closed.</p>	

Date and time of next meeting: Thursday 23rd September 2021 – 2:00pm - Microsoft Teams.