



Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Friday 5th March 2021
Time: 11am – 12:30pm
Location: Zoom Meeting

- Jordi Morell - Obsidian Group (JM)
 - 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)
 - Iain Paton – CWaC (IP)
- Apologies:**
- Steve Potts – B&S Group (SP)

Agenda Item	Minutes	Actions
Welcome & Apologies	JM welcomed all those present to the meeting. Apologies were received from Steve Potts.	
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"> • GW and HS to speak about Workzone. Still looking to book this meeting in. HS will pick this up again with GW. • JH has looked at Hard copy bulletin costs and has split from the website costs. <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p>	HS to speak with GW regarding Workzone.
Finances	<p>JH has sent the Q1 costs over to the board. No costs for training courses and seminars from that period due to Covid-19. The BID has a very healthy surplus.</p> <p>Collection rate in general has been a bit of a worry over the past 12 months but the collection rate for West Chester has been really good. The BID has over an 80% collection rate for 20/21. BID levy invoices for 21/22 will be invoiced shortly. There needs to be some sensitivity, with flexible payment terms.</p>	

	<p>Spend – JH has used the traffic light system. £97k surplus brought forward from last year. Landscape masterplan will incur costs. Projecting with substantial spend in signage and landscape improvements across the site and introducing training courses back in – still projected to have a surplus to take forward in to year 5 of approx. £60k.</p> <p>Normally the BID has achieved a 99% payment result in the past. Business Rates Team have not been able to pursue the avenues they normally do to recover BID debt – no recovery process has been followed for this financial year. They are looking to reintroduce that over the next few months. HS may assist with this in a more holistic approach as opposed to the council issuing liability orders. Meeting is booked in each week to speak with Gemma Davies regarding the collection of levy and how it is paid over to BIDs. JM asked how much interest the BID had got on £97k. JH replied £5.71 interest was showing in the accounts. No more questions on finances.</p>	<p>HS to work with Business Rates to chase BID levy debt.</p>
<p>Project Report</p>	<p>HS briefly outlined the report and distributed it to the board members.</p> <p>Security – security was delivered over Christmas and New Year and HS had a discussion with JM regarding extra security during lockdown. At that moment in time extra security was not required but HS would keep an eye on the situation and speak to local businesses and the local PCSO. Knutsford Way – a sunken drain was causing problems for traffic and HS sent photos to CWAC. CWAC came out quickly but part of the road was belonging to Welsh Water Board so CWAC will discuss to get this part fixed. Bumpers Lane, due to the recycling centre – HS has spoken with members of staff there to see if anything could help, as traffic is backing up. Businesses are worried about losing business, plus big trucks are struggling to get by. Cars are also maneuvering dangerously. This has been escalated to Highways. One idea was to make a car park at the football club a holding area. JH asked if PCSO can go down and do something with regards to road safety. IP will pick up with Highways colleagues and try and work out a solution.</p> <p>HS has sent an email out to businesses and followed up with phone calls – the government’s Kickstart scheme for young people between aged 18-24. Great response from the survey and businesses have committed to giving employment to 30 people.</p> <p>SL has put out a survey for training for the businesses and businesses have responded with their needs.</p> <p>JM – with regards to the crime report – this looks like there is very little crime in the area. This also covers the residential area as well. Crime numbers are low. The report covers a 3-mile radius.</p> <p>Response to surveys sent out – 26 businesses have responded.</p> <p>Signage – HS provided an update on the planning application. HS has been chasing up the planning. A couple of snags had been hit with regard to electricity. Planning permission was required for both signs. Planning permission takes 6-8 weeks. If happy for them to proceed, will get the project moving and the signs up. HS is trying to get this project moving as quickly as possible.</p>	<p>IP to speak with Highways to see if a solution to the traffic issues can be found.</p>

	<p>CCTV – The board agreed to get CCTV and ANPR back on the radar for a number of reasons. This was reviewed 18 months ago and the board felt it was too expensive to tap in to CWAC resources. Looking at the BID proposal document there was a promise to the business community to look at introducing CCTV and ANPR. Some businesses are asking why this isn't progressing. There are private opportunities to tap in to, plus new officers have joined Cheshire Police and they are now looking at further opportunities as to how ANPR can develop. JH feels this needs to be looked at again, with the boards permission. Previously had costs but the board felt this was too expensive so it never progressed. Winsford and Gadbrook Park both have 5/6 camera systems. If the other BIDs are expanding, it may be worth tapping in to the joint procurement. JM is in favour of ANPR and distributed CCTV. The Board agreed for the BID Team to do a full review of CCTV/ANPR. JM asked how all of the small roads can be covered. Pan tilt and zoom cameras should be able to cover most areas.</p> <p>Landscape Masterplan - JH shared the project plan on the screen. Masterplan was presented to the board 15 months ago. The signage has been dealt with. JH looked at government funding to create a pocket park at Chester Football club but this funding bid was unsuccessful and the project was put on hold. JH will share the document after the meeting, the plan includes 14 projects and these will be delivered across the next 12 months.</p>	<p>JH/HS to conduct a full review of CCTV and ANPR.</p> <p>JH to share landscape masterplan with the board via email.</p>
<p>BID 2 - Development</p>	<p>There are just 18 months before the end of BID 1. The first question is – do the Executive Board want to develop a BID 2 and sustain and develop the site further? If BID 2 isn't developed – Estate Management Service, training, security patrols will be lost. If we do look at introducing CCTV and ANPR this will need sustaining and developing.</p> <p>If the board does want to develop BID 2, Groundwork will pull together a proposal to produce BID 2. Winsford have recently voted to have a new BID with results of 99% (RV) and 91% (number). CL is in favour of BID 2, as is LF. Both feel it is of value to the area. With tangible assets people in the BID area can see this. ET has been on the site for 16 years and has seen a vast improvement since the BID and it would be a shame to go backwards. JM is for a BID 2 – the work needs to be maintained and needs the BID to carry on. JM will be retiring after BID 1 – another chair will be required.</p> <p>JH will pull a proposal together as additional capacity will be required to develop BID 2. There is a budget to develop BID 2. The proposal will be distributed to the board for approval.</p>	<p>JH and GK to put together a proposal for BID 2.</p>
<p>AOB</p>	<p>GK would like to recognise the role that JM played for getting BID 1 up and running and GK would like to thank JM for all of his work. JM would like to see the whole area be developed in to a smart area.</p> <p>Meeting dates for next 12 months. JH will give HS some dates and get them in the diary as automatic occurrences. No further AOB.</p>	

	JM thanked everybody for joining the meeting. The meeting was closed.	
--	---	--

Date and time of next meeting: Thursday 24th June 2021. Microsoft Teams.