



Minutes

Meeting: West Chester Commercial BID Board Meeting
Date: Tuesday 21st February 2023
Time: 12:00pm – 2:00pm
Location: Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Jane Hough – Groundwork CLM (JH)
- Elaine Thomas – Living Floors (ET)
- Hugh Shields – Groundwork (HS)
- Gill Williams – CWAC (GW)
- Ceri Roberts – Arco (CR)
- Lee Donoghue – Onetek (LD)
- Stuart McFarlane (Soup Creative)
- Dan Carlick (Soup Creative)

Apologies:

- Chris Leicester – Sanctuary Housing (CL)
- Mary Murphy – Proximo (MM)
- Lexa Farthing – Cheshire West Library Services (LF)
- Mark Diaper – Legat Owen (MD)
- Greville Kelly – Groundwork CLM (GK)
- Stephanie Leese – Groundwork CLM (SL)

Agenda Item	Minutes	Actions
Welcome and Introductions	<p>JM welcomed all those present to the meeting.</p> <p>Introductions were made around the table.</p> <p>Apologies were received from CL, MM, LF, MD, GK and SL.</p> <p>The minutes from the previous meeting were approved as a true and accurate record.</p> <p>It was raised that currently it is not easy to park on the estate – this will be discussed further under AOB.</p>	
Actions of last meeting	<p><u>Environmental</u> - JH informed the board that GK had sent an update via email regarding the environmental actions. GW provided updates regarding this as she was at the meeting.</p> <p>West Chester allocated money through the shared prosperity fund to do a range of things for the businesses communities. There is over £12 million to distribute over the next three years. One of the projects is around the low carbon net zero agenda and they have commissioned various pieces of work over the last couple of weeks to get some of the allocation out the door before year end. Recently commissioned Groundwork who are going to establish a phone service for</p>	<p>HS GW / will pass on all information to all the businesses.</p>

	<p>businesses who have queries and to give specialist advice on their premises. There will be a triage system and from those calls there will be an audit followed up with face to face meetings on their property and give Feedback. Groundwork will start to build a pipeline of potential applicants to allocate some small grants towards making premises more environmental friendly.</p> <p>GW mentioned support that will be available for potential projects around innovation. For any businesses implementing any new ideas or displaying growth, there might be small pots of money around.</p> <p>JM asked about QR Codes.</p> <p>JM also asked about Hi-Vis vests for contractors working for the BID.</p> <p><u>Soup Creative</u> - Soup creative gave an insight to the board as to what their business can offer. They are a creative market agency who do anything from TV commercials to corporate animation, working with schools, colleges, universities and all sectors. Soup Creative also do 360 virtual tours for property clients. New on the estate and have a studio and photography studio with 10 staff. Within 18 months hope to become net zero. Looking for new staff and having issues recruiting.</p> <p>JM asked what they can do for the BID. Could offer digital communication or anything else the BID needed.</p> <p>HS asked Stuart to send details of roles to promote on website.</p> <p>GW asked if they were on the public sector portal as it would be to their advantage. GW will recommend Soup to her colleagues</p> <p><u>Park and Ride:</u> GW had a response back saying it was on the council's assets list and is being revised. There are potential plans for the site. Site will remain closed due to the security of the site. GW asked if the site could be opened, but was not getting any leads to this.</p> <p>JH asked why the site was closed? GW - it was closed due to underuse and opened as a testing site for Covid.</p> <p>JH asked if it would be a good idea to invite transport down to look at Parking issues? GW felt it would be good to invite the local councillor down to go through the issues we are having, but leave it after local elections. HS said there was also a parking issue at Johnson's laundry who are struggling for parking for their trucks. Other members of the board gave other examples. GW did advise the board if there was any planning applications that this was the time to feed in any concerns.</p> <p>GW suggested that the BID contacts the ward members, but as it is Purdah it would have to be after the elections in May, as there might be new members.</p> <p>GW also mentioned Rose McCarthy Director of Highways & Transport, but she would only give us the same answer as Gill.</p>	<p>HS to get more quotes.</p> <p>CR to obtain quote for Hi Vis.</p> <p>GW to check grounds at Audacious church</p>
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	<p><u>West Chester BID CCTV</u></p> <p>LD informed the board that there have been a few setbacks to the installation on the CCTV and ANPR. Onetek are in talks with the lighting department who raised two objections concerning the lighting columns and the structural integrity of the columns themselves in which the cameras will be mounted on. Onetek are in the process of visiting a small selection of columns and will then compile an alternative list of columns to be assessed so that there is a clear plan if there needs to be any replacement columns to meet the CD354 requirements.</p> <p>Onetek to provide information to lighting department on Mplan numbers from Scottish power dealing with unmetered power. This information has to be provided by the end of the month Onetek are confident that work to install CCTV to the estate will begin soon.</p> <p>JH mentioned the lighting department at first did not appreciate the benefits of the cameras and the estate becoming a smart/green estate.</p> <p>AR mentioned that her landlord wanted CCTV installed after lamppost had been knocked down</p> <p>LD had spoken about funding for columns - GW said it might not meet criteria. LD also spoke about fibre broadband and how the model that he is working on could provide it to all the estate at low prices.</p>	<p>Onetek to provide information to lighting department on MPlan numbers for CCTV.</p> <p>GW to link Lee up with colleague Mike Dugine.</p> <p>HS/SL to send out survey RE fibre broadband on the estate.</p>
<p>Finance Report</p>	<p>JH went through the finances for BID 2 Year One and shared the draft audit accounts with the board for year 5 of BID 1.</p> <ul style="list-style-type: none"> • Just over £102,000 from CWaC in bid Levy, only £14 bank interest • Total income £102,283 over the year , Expenditure of £92,000 for the year, as detailed below: • Biggest share for Security patrols throughout the year, one week each month, Christmas and bank holidays. • Small fee around CCTV for feasibility work from Onetek. • Landscape improvements and maintenance. • Estate Management fee. • Over £9000 on training • Website/Maintenance/BID bulletins • £8000 on BID development work for BID 2 • Admin Costs <p>A healthy surplus from the previous year of £9771 - bring forward surplus giving a total of £99,147.</p> <ul style="list-style-type: none"> • £54k of that earmarked for CCTV. <p>JM ask where accounts were kept as worried about financial climate and banks only guarantee 85k.</p>	<p>JH to speak to GK and Auditors</p>

	<p>JH explained how payments work - they are paid to the BID three times a year. When CWAC raise an invoice for a BID levy, it covers 1st April to the end of March. 50% of that is paid to Groundwork straight away and will come into the bank in April. 40% is paid in September and then at the end of their financial year in March, they will reconcile the BID account, take away bad debt and then pay the difference.</p> <p>JH says collection levels are over 90% back to pre-pandemic 1st year of the BID expectations of spend is £153,000 which the lion share of that sits within the CCTV project which has been allocated. Budgeted just over £20,000 in security costs. JH made the board aware that cost are rising but we are in a good position and if any issues JH will report to the board. £15,000 allocated to carbon reduction projects. £5000 for small improvements and maintenance that the BID hasdone. £8000 in budget for training, but there is a waiting list for training due to the success of the courses. An additional £3500 to the training budget will keep up with demand between now and end of August. The increase in training was agreed.</p> <ul style="list-style-type: none"> • Brought forward £99,147 surplus from last year • Allocation of bringing in a BID levy of £148,600 only received £84,600 thus far. <p>CR asked if we would still need security patrols when CCTV is installed? JH said yes as it is good to have a physical prescience but it could be reviewed. HS mentioned the success of Rapid text and communication with businesses when there are any issues.</p>	
<p>Project Update Report</p>	<p><u>Security</u> HS mentioned break in at QHP and an issue at Paintwell, the success of Rapid Text and communication with businesses to inform them when there are any issues. Also mention the stats for crime that are provided to the board.</p> <p><u>Estate maintenance schedule</u> HS spoken to Streetscene and has received the schedule for the year, the BID manager will continue to have monthly communication with Colin to make sure the schedule is being carried out. Landstruction have also sent the BID manager their schedule of maintenance for the year for the work that the BID has undertaken.</p> <p><u>Business engagement</u> The BID manager continues to work closely with GW and makes sure that business are receiving communication regarding information on engagement, grants and anything that is relevant to the businesses - ie from local and central government. Information with regards to training, recruitment and empty properties is also communicated. HS is making customer care visits to ensure that the BIDs CRM is up to date.</p> <p><u>Properties</u></p>	

	<p>HS explained that there are not many vacant properties on the estate: two on Knutsford Way, one on Bumpers Lane and one on Hartford Way. On the Employment park there are a few offices.</p> <p><u>Training courses</u></p> <p>The courses have been a great success and businesses are filling up the places as soon as they come out. An increase of an additional £3500 was agreed by the board to last to the end of August to ensure everyone who needs a place can get one.</p>	
AOB	<p>AGM</p> <p>HS to look at dates for end of April/early May.</p> <p>Website</p> <p>JM asked about individual log in for the website</p> <p>JM thanked all for attending and closed the meeting.</p> <p>Date of next meeting: AGM – end of April start of May.</p>	<p>JH/SL/HS to work on this.</p> <p>HS to book Chester FC for the AGM.</p>