



Minutes

Meeting: West Chester Commercial BID Board Meeting
Date: Tuesday 29th November 2022
Time: 12:00pm – 2:00pm
Location: Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Mary Murphy – Proximo (MM)
- Lexa Farthing – Cheshire West Library Services (LF)
- Mark Diaper – Legat Owen (MD)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Gill Williams – CWAC (GW)
- Lee Donoghue – Onetek

Apologies:

- Jane Hough – Groundwork CLM (JH)
- Elaine Thomas – Living Floors (ET)
- Chris Leicester – Sanctuary Housing (CL)

Agenda Item	Minutes	Actions
Board Pre-AGM	<p>JM welcomed all those present to the meeting. Introductions were made around the table.</p> <p>Apologies were received from ET, JH, & CL.</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>	
CCTV Update	<p><u>West Chester BID CCTV</u></p> <p>LD spoke to the board regarding the smart options for CCTV. LD wants to explore how to make the area a smart estate using the CCTV software. 56 cameras will be installed around the estate and license plates will be logged via 3 main entrance points. LD feels this can be opened up and utilised more – what else can the system be used for? Can be used to monitor health, can be used to know when visitors have entered the estate and various other options. Resources could be pooled for high quality broadband.</p> <p>CCTV can be used to monitor things that may be relevant to the estate – can save time for the security company via software related to finding individuals and interpreting images instead of just recording.</p>	

Technology for ANPR can use GPU based ANPR – LD feels an alternative supplier needs to be found. Axis are also posing a problem due to supply chain. LD will be trialling equipment for a new company and would recommend using them instead.

ANPR can establish if a vehicle is taxed and the fuel type.

Questions:

GK – What are the budget implications? LD – can do this within the same budget. Limitation may be how far the ANPR can be pushed. Hardware is being dropped for software.

GK – Will the end performance be the same with a reduction of camera numbers? Will have more ANPRS and a reduction from 58 to around 40 cameras. The new software should aid in finding footage. Better value for money having 3 cameras as opposed to 4 as the back cameras cannot point in to properties due to privacy issues so are underutilised.

MM – Who will look at the data and challenge the board on the data?

LD - Can bring in universities and CWAC. The BID gets what it originally asked for – security cameras, but also get a range of extras in terms of information. It would be wise to not limit ourselves for the future.

AR – Could it be used to alert neighbouring businesses if containers are coming on? Heat Maps can be utilised, yes, to inform businesses.

GW – Are the police aware?

HS has tried to engage – PCSO is aware.

GW – Have the camera locations all got planning permission?

LD – Yes all have planning permission. Jeff Powell is checking street lights for power. LD pays for the energy via the BID – there will not be an extra charge for CWAC to pay.

LF – Is there any experience of the level of damage police will be interested in?

SL - If the crime is reported and a crime reference number is provided – the CCTV can be requested.

Signage warning of CCTV will need to be erected.

GW – What is the timeline for this?

LD – Have the system installed then have the conversation which features to turn on in terms of extras. By early next year – LD is hoping to have everything installed. JM – would it be better to put in the environmental monitoring boxes in at the same time – LD – yes they would be installed at the same time.

GW wants to include environmental colleagues from the council.

Decision – does the board want to go with the new cameras and also the added extras? **All approved the new proposal going forward.**

Could do it as a workshop to inform businesses. Can get funding for marketing.

GW to speak with environmental colleagues at CWAC regarding CCTV extras that may be useful.

	<p>16th January is the next date for the Innovate UK Funding. Keep an eye on the Innovate UK website.</p> <p>New manufacturer is Idis. LF – can they supply it immediately? LD will put in a penalty if they can't supply in time. LD is confident that Idis can supply by the end of this year or very early next year.</p> <p>The board thanked LD for his presentation.</p>	
<p>Finance Report</p>	<p>GK displayed the finances for the board. The only thing of note was the CCTV Project budget not being spent as yet due to the delays as just discussed.</p> <p>HS is awaiting quotes for landscaping on Bumpers Lane.</p> <p>Healthy surplus of £99,144 is available. Full accounts will be produced by the auditors.</p> <p>During the winter period landscaping projects will be planned in. There is also budget to invest in net zero agenda.</p> <p>JM – the RV of a property determines the BID levy paid. Will the change in RV that has just occurred affect the income of the BID? GK – No - the BID locks in the current RV at the time of ballot which then continues for 5 years, irrespective if the RV changes during that time, so this won't affect the BID income.</p> <p>GW asked if the BID would acquire Mersey Forest trees for each business as part of the landscaping budget. Could be opportunities for BID branding.</p> <p>JH is in contact with Business Rates on a regular basis.</p> <p>There were no questions on the finances.</p>	<p>GK to check West Chester BID proposal document re the RV data being set for 5 years.</p>
<p>Project Update Report</p>	<p><u>Encampment/Litter Bins</u> Another unauthorised encampment was on the estate. The encampment left within 3 hours but left a huge mess behind. Two grot spots on the estate which are bad for litter. One is on Hartford Way, the other near Deva Designs. HS would like two bins which would help the situation. There have been 4 litter picks this month.</p> <p><u>Empty Units</u> HS has put together a list of the empty units on the site. Play For Us have moved out – MD is still waiting on instructions from the client but this will become available. The old training centre on 14 Knutsford Way, and two properties on Dee View and on the trade park are all available. Hartford Way units with the council – working on a specification for refurbishment.</p> <p>HS asked what had happened with Hannigan Doors. GW – this may now be back in council ownership.</p>	

	<p><u>Training</u> Training courses have been very well received – 6 courses have been put on between September – December with 42 employees trained up. A training app now logs the monetary value for each business sending employees on the course which will be useful for any BID re-ballots.</p> <p><u>Christmas Security</u> There have been 55 reported crimes up until August. Higher number on Mercury court – may be due to the probation centre.</p> <p>HS has spoken to new businesses that have come on to the estate. Seem to be BID positive. Christmas security will be booked in for the Christmas and New Year period with Alpha Omega.</p>	
<p style="text-align: center;">AOB</p>	<p><u>Communication</u></p> <p>JM asked is it worth reducing the printed bulletins and having more groups on social media.</p> <p>Blackburn EDZ BID has branded hi-vis vests and signs when work is underway telling businesses it is BID funded. GW – council has electronic A board that could be used.</p> <p>LF – asked if there are signs that can be put on individual businesses – signs with a QR code, and in receptions, that display this is a BID area and the QR code links to the website?</p> <p>MM asked if Soup based on the estate were interested in the marketing campaign?</p> <p><u>Parking</u></p> <p>Currently issues with parking on the estate. Park and Ride has closed now. Council is looking at what the site will be. Huge need on the estate for parking. Football club has surplus land – HS has discussed with the Football Club about renting out spaces for parking. The problem is the football club use the car park for motorbike training and HGVs. There is a small piece that may be able to be used - the BID needs to find out who would use it and the capacity. The BID would need to pay for this parking. Abundance of car parking spaces on Mercury Court. Independent businesses can write to members – numbers of businesses writing would be better.</p> <p>GK has noticed weeds along the edges on some of the roads. The council have completed their works for the year – is it worth putting together additional investment to get rid of the weeds? It was agreed to get a contractor to tidy up the weeds.</p> <p>HS – who is in charge of the road going to Deva Designs. GW thinks this is a private road. It is down to the landlord to ensure the roads and lights are maintained. Road is currently getting damaged by large vehicles. Security controlled barrier could be installed. LD to make sure Deva Designs is covered with the CCTV</p>	<p>HS to investigate signs and QR codes to promote the BID.</p> <p>HS will contact Soup and invite them to the next board meeting.</p> <p>GW to provide details of who businesses can email regarding parking. HS can distribute this out to businesses.</p> <p>HS to speak to the contractor.</p> <p>HS to sort out a hi-vis BID branded vest.</p> <p>LD to ensure Deva Designs is covered by CCTV if landowners are agreeable.</p>

system. Privacy screens can be put up if the cameras are looking in to land with no permission.

JM closed the meeting, and thanked everyone for attending.

Date of next meeting: TBC – end of February. Workshop would need a bigger venue. Can do a mixture via Teams and in person.