

## Minutes

**Meeting:** West Chester Commercial BID Executive Board Meeting  
**Date:** Tuesday 26<sup>th</sup> September 2023  
**Time:** 12:00pm – 1:30pm  
**Location:** Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Design (AR)
- Elaine Thomas – Living Floors (ET)
- Lexa Farthing – Cheshire West Library Services (LF)
- Mark Diaper – Legat Owen (MD)
- Gill Williams – CWAC (GW)
- Lee Donoghue – Onetek (LD)
- Cllr Sheila Little – Labour Councillor (SLi)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)

### Apologies:

- Chris Leicester – Sanctuary Housing (CL)
- Mary Murphy – Proximo (MM)

Agenda Item	Minutes	Actions
<b>Welcome and Introductions</b>	<p>JM welcomed all those present to the meeting.</p> <p>Introductions were made around the table.</p> <p>Apologies were received from CL and MM.</p> <p><b>Actions from the last meeting:</b></p> <ul style="list-style-type: none"> <li>• JH will check with the bank regarding amounts in a bank account over £85k not being secure. FSCS protects money. The West Chester BID has its own bank account.</li> <li>• HS is currently waiting on quotes back for the QR Codes.</li> </ul> <p>The minutes from the previous meeting were approved as a true and accurate record.</p>	<p>JH to check with the bank and auditors regarding amounts over £85k in the bank.</p> <p>HS to provide quotes on QR codes once they are back.</p>
<b>Finances</b>	<p>JH presented the accounts – these are the current accounts and are with the Groundwork Finance Manager for sense checking before going to the auditors at Murray Smith.</p> <p>JH informed the board of the income so far for the year alongside £138k of expenditure.</p>	

	<p>Business Rates sent out Pro-Rata invoices on the 1<sup>st</sup> September for the start of the BID year, with another sent out on 1<sup>st</sup> April. This caused some confusion with the businesses but Business Rates expect the levy collection will have picked up when they reconcile. The BID will not spend more than is in the bank account due to this cash flow.</p> <p>JM questioned why there had been no progress on the Solar Business Park when it was budgeted for.</p> <p>JH – GK is working up a proposal for West Chester businesses that is tailored to the area with a package of support for businesses. Currently piloting this on Winsford Industrial Estate. GK will attend the next board meeting to present the proposal. GW – there is a UKSPF where businesses can apply for grants for carbon friendly initiatives such as solar panels.</p>	<p>GK to attend next meeting regarding the Solar Business Park proposal.</p>
<p><b>Onetek – CCTV System Demonstration</b></p>	<p>LD provided an insight in to the new CCTV system and displayed their locations.</p> <p>AS – asked if there were any concerns about the Chinese Government being able to access the CCTV system and hack in. LD has no concerns regarding this. The cameras have DLSS certified so none of the components have come from any locations not authorised by the UK Government.</p> <p>LD demonstrated some of the views from the cameras.</p> <p>AS asked if the footage was available? HS – the footage is only available to the police if it is requested. JH – HS needs to invite John Dwyer. John Dwyer could not make the meeting today. Groundwork is working on a Cheshire and Warrington agreement in place with Cheshire Police so information can be shared more freely.</p> <p>In the previous year there were 78 reported crimes, this year at present there have been 44.</p> <p>Number of cameras was a concern for the monitoring company. AI allows other tools to come in to play to monitor the footage. Can search for specific things — for example person wearing orange jumper. This then shows all people captured wearing an orange jumper and the footage. Can also remotely send the footage to the police without it having to be downloaded and dropped off in person. Information can only be held for 30 days.</p> <p>LF – is it worth getting window stickers for businesses to display with CCTV signage – this can act as a deterrent. CCTV signage will also be going up around the BID area. Investments in monitoring infrastructure have been made in terms of computers and internet speeds. The process within Groundwork needs to be updated for the Police to request footage. HS – this has already been done with the new agreement.</p> <p>GW – what is the process of informing Cheshire Police and CWAC about the new systems. HS will invite Keith Parsonage over to Crewe to see the system. Chief Inspector also needs to be engaged with.</p>	<p>HS to invite John Dwyer to meeting regarding CCTV. HS will also send information to Chester Football Club.</p> <p>HS to invite Keith Parsonage to see the CCTV system at Crewe.</p> <p>HS will arrange a meeting with the Chief Inspector.</p>

	<p>ANPR cameras log the number plates in case of an incident. Also displays if the vehicle is taxed and MOTd.</p> <p>Need to decide what data the BID would like to analyse and working it in to the cameras. The Board thanked Lee for this work on the CCTV.</p> <p>AS – in terms of data protection – what is in place? This does fall under GDPR and the CCTV project has been registered with the ICO. Personalised number plates have been removed and turned in to a code in terms of vehicle analysis – protects the privacy. Staff in Crewe have been trained and only certain staff are able to look at it. The server is also encrypted with two factor authentication and the building where the server is stored is protected with encrypted keys.</p>	
<p><b>Project Updates</b></p>	<p><b>Minerva Parking</b></p> <p>Trucks are going up and down – businesses have been complaining. No double yellow lines so cannot stop parking. Parking on the pavement is obstruction which is a police matter, not parking enforcement. Businesses are unable to get their trucks in to offload. Need to find somewhere for people to park before double yellow lines are implemented. Park and Ride has been closed with no buses – employees who want to drive in also have nowhere to park. Council will be releasing a local transport plan at the end of the year – consultation will be going out – GW encourages businesses to complete this. There are also empty spaces at Park West.</p> <p>JM – asked if it was worth speaking with Flintshire CC. GW – possibly not. GW will ask for a further update on the park and ride car park.</p> <p><b>Landscape Projects</b></p> <p>Contract has been terminated with current landscapers as they were not completing the work. Were unable to find a replacement but have now got a contractor coming out next week. HS has spoken with BT and they have finally cleared the area.</p> <p>Businesses have spoken to HS about lack of seating in the area – is the BID able to fund some seating? Need to pick carefully where to locate these. Need for bins to be installed as well.</p> <p>Speed signs on the roads are also a possibility.</p>	<p>HS to send out transport consultation to businesses.</p>
<p><b>AOB</b></p>	<p>Ceri Roberts has now left the board as she is no longer working at Arco. Ceri would like to remain in the BID area.</p> <p>JM thanked all for attending and closed the meeting.</p> <p><b>Date of next meeting: TBC</b></p>	