



## Minutes

**Meeting:** West Chester Commercial BID AGM  
**Date:** Wednesday 7<sup>th</sup> February 2024  
**Time:** 12:30pm – 2:00pm  
**Location:** Chester Football Club

- Jordi Morell - Obsidian Group (JM) (Chair)
- Lexa Farthing – Library Shared Services (LF)
- Mary Murphy – Proximo Group (MM)
- Elaine Thomas – Living Floors (ET)
- Hannah Brearley – KAS Ltd (HB)
- Claire Lewis - CWAC Library Shared Services (CL)
- Josh Holmes – Walker Fire (JHol)
- Geoff Smith – HGS (GS)
- Matthew Flack – Plan Ahead (MF)
- Greville Kelly – Groundwork CLM (GK)
- Jane Hough – Groundwork CLM (JH)

- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Gill Williams – CWAC (GW)
- Lee Donoghey – Onetek (LD)

### Apologies:

- Mark Diaper – Legat Owen (MD)
- Chris Leicester – Sanctuary Group (CL)
- Ann Rogers – Deva Design (AR)

Agenda Item	Minutes	Actions
Welcome	JM welcomed all those present to the meeting and thanked everyone for coming.	
Presentation of Annual Report and Accounts	<p>JH introduced herself to those present. JH reported on the work of the BID throughout year 1 of BID 2, and what the BID is looking to provide in the second year of BID 2.</p> <p>JH detailed the investment the BID has received from the BID levy throughout the year, and informed those present what the BID has invested in throughout the course of the year.</p> <p>JH went through the key highlights from the year and introduced the Executive Board.</p> <p>The BID has three themes for improvement. Theme One – Safe and Secure. The BID has installed a 54 CCTV camera and 3 ANPR camera system across the BID area. The BID also funds SelectaDNA Property Marking kits, Rapid Text Service and Mobile Security Patrols. HS has also worked in partnership with Cheshire Police throughout the year.</p> <p>JH discussed Theme Two – Sustainable and Greener Environment. Programme of planned maintenance across the BID area as well as reporting of faults and opportunities for improvement. BID conducts monthly estate audits.</p>	

	<p>Theme Three – Co-ordinated, Supported and Connected. The BID provides a dedicated Business Support service to businesses as well as a full portfolio of training courses. BID manages the West Chester Commercial BID website and sends out a range of communications.</p> <p>JH went through the finances for the BID's financial year including the income and expenditure profiles.</p> <p>JH discussed the next steps for the BID and the projects the BID would be looking to fund. The BID will continue with the current projects and services and make more investments in to a Net Zero Business trading environment as well as landscape and signage improvements. The BID cannot backfill public services by the Council – the BID will add value.</p> <p>JH asked if there were any questions on the presentation or accounts. There were no questions from the businesses</p>	
<b>Election of Executive Board</b>	<p>JM instructed those present to cast a vote in the ballot to approve or reject the proposed Executive Board. The votes were counted and there were 9 ballots in approval, and 0 rejecting. The Executive Board was elected by a unanimous yes. JH thanked the Executive Board for the work they do for the BID.</p>	
<b>Speakers</b>  <b>Net Zero</b> <b>(Greville Kelly)</b>  <b>CCTV</b> <b>(Lee Donoghey)</b>	<p>GK presented on sustainability and business pressures. GK informed how the payback time scales are now much shorter than they used to be. With a capital investment of £22,616 the annual savings are £85,581 – the payback is 0.3 years.</p> <p>GK discussed other impacts on the environment such as pollutions, contaminated land, loss of biodiversity, air pollution, polluted water sources and the destruction of ecosystems.</p> <p>GK discussed the advice and support offered by the Sustainable Business Programme at Groundwork. There is a 50% membership reduction for BID businesses - £250 a year. Businesses are accredited.</p> <p>GK discussed the grant programmes – UK SPF Grant Funding. 3 businesses have applied for grants successfully towards solar panel projects and two projects have already been completed. Football Club is looking at energy efficiencies internally through the funding. New grant pots are coming up within the next 4-8 weeks.</p> <p>GK encouraged businesses to look at Business Tapas at CWAC Business Support where there is a range of free information and support online. GK encouraged businesses to apply for the Kings Award for Enterprise &amp; Excellence in Business.</p> <p>There were no questions.</p> <p>LD provided an overview and demonstration on the new CCTV and ANPR system that the BID has funded. 14 locations are covered across the estate with quad cameras. The camera has AI technology that can detect and categorise images within the pictures developed – can find certain types of vehicles or people. This</p>	

	<p>drastically reduces the image search time. There is a procedure where incidents are reported via the Police and the monitoring company can search and find crime related footage extremely quickly.</p> <p>The CCTV system can be used beyond this and look towards a smart industrial estate for the future.</p> <p>The cameras are connected to the lighting columns and are powered by the wifi network which is monitored.</p> <p>MF asked if there are areas that are not covered because there are no lighting columns? LD - the columns need to be a certain type of column. At Sealand Industrial Estate the plan was able to work to spec as there were no main problems - so the coverage is as wanted/expected. Everybody who comes on to the estate is captured at the entrance and exit points.</p> <p>Green dots are the camera locations – 4x cameras on each location. Purple dots are real time vehicle movements on the estate at the present moment. The blue dots are people walking past the cameras.</p> <p>In terms of data protection – the system is for monitoring the public realm. Requests need to come via the police and can only relate to crimes/public issues.</p> <p>GW asked if the CCTV footage could be used for safety issues – ie HGV reversing. LD - Reg number would need to be obscured. GK will look in to this.</p> <p>JH asked if reports could be downloaded that are GDPR compliant to provide an evidence base. LD – yes. Evidence can also be bookmarked from the report.</p> <p>CCTV camera system will help to reduce crime. On the other Groundwork managed sites with the CCTV system the crime numbers are vastly down – 4 and 16 comparatively with 78 on Sealand. This network should now hopefully help to reduce crime figures. This message needs to be put across as a deterrent. Could look at large signage at the entrances to the estate. Needs to be a comms plan for the roll out. Could have window stickers on each business developed saying they are part of the CCTV project. Leaflets for businesses as well.</p> <p>LD is looking at building the Smart Places brand – everything is tied together in terms of net zero, air quality and emissions. At the individual business level, the goal is to help businesses save money. Businesses can use the cameras for fire prevention in terms of thermal imaging and looking at CCTV in individual businesses. The CCTV system can capture a wide range of information.</p> <p>LD suggested general workshops for businesses and how the system can be utilised.</p> <p>Need to look at the crime figures and work out whether they could have been prevented/helped with the CCTV footage and work out if extra investment is required and where.</p> <p>JH thanked LD for the presentation.</p>	<p>GK to look at data protection regarding images for safety concerns.</p> <p>BID Team to look at comms plan for new CCTV System for businesses.</p> <p>HS to arrange CCTV workshops for businesses with LD.</p> <p>Police need to understand how to request footage. HS to speak with Police regarding the agreement.</p>
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<b>Questions from the businesses</b>	JH encouraged businesses to ask the BID team any questions. There were none on the floor.	
<b>AOB</b>	<p>Businesses need to engage with the BID. Short videos from the BID showing the key information, projects and services the BID provides. Should meetings be held at different times and in different formats – ie breakfast meetings or online sessions over lunchtime.</p> <p>JH and JM thanked all for attending.</p>	<p>HS to look at different formats to get information across to BID members.</p>