

**Minutes**

**Meeting:** West Chester Commercial BID Executive Board Meeting  
**Date:** 11<sup>th</sup> July 2024  
**Time:** 12:00pm – 1:30pm  
**Location:** Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Jenny Williams – Deva Designs (J)
- Chris Leicester – Sanctuary Housing (CL)
- Mary Murphy – Proximo (MM)
- Matthew Platt – Quadrant (MP)
- Gill Williams – CWAC (GW)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Greville Kelly – Groundwork CLM (GK)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)

**Apologies:**

- Mark Diaper – Legat Owen (MD)
- Cllr Sheila Little – Labour Councillor (SLi)
- Lexa Farthing – Cheshire West Library Services (LF)
- Stephanie Leese – Groundwork CLM (SL)
- Elaine Smillie - Living-floors. (ES)

Agenda Item	Minutes	Actions
<b>Welcome and Introductions</b>	<p><b>JM welcomed all those present to the meeting.</b></p> <p><b>Apologies were received from SLi, MD, LF, SL, ES.</b></p> <p><b><u>Actions from the last meeting:</u></b></p> <p><b>CCTV, Safety, and Data Protection</b></p> <ul style="list-style-type: none"> <li>• <b>JH</b> - CCTV &amp; safety issues and legality of data protection. The CCTV system is installed for the detection and prevention of crime; we can share information with relevant authorities. Discussion on parking issues with coaches and lorries.</li> </ul> <p>This was reviewed - we are open to addressing reasonable requests, especially health and safety as long as we are compliant with GDPR. We cannot share CCTV footage with businesses unless it pertains to public realm monitoring, not on private property. If recurring issues, such as an HGV causing health and safety concerns on multiple occasions arise, we will notify the relevant authorities. We are not required to share footage but will provide evidence if needed.</p> <ul style="list-style-type: none"> <li>• <b>GK</b>- While CCTV monitoring focuses on public areas, requests for footage must comply with legal protocols. Footage can only be shared with the</li> </ul>	

police, not directly with private businesses, due to GDPR and chain of custody rules.

- **GW**- was to speak with Highways and Parking regarding the enforcement of coach parking. There has been no response yet, but GW will follow up and report back before October. This issue was previously raised in a meeting with Mark Brazil, who agreed to escalate it to the senior manager responsible for regulatory matters. A follow-up is pending.
- JM – asked what the situations was currently with CCTV comms plan
- JH –The BID managers had a recent meeting with the Police and Crime Commissioner Dan Price which was highly productive. He was previously a Warrington Borough Councillor and has served on a BID board so is familiar with our work. Dan Price requested a comprehensive wish list, covering the West Chester BID as well as other business park and industrial estate BIDs and town centres. He will review these as a priority with the Chief Inspector. One immediate focus is improving the online crime reporting process for businesses, which we discussed as being cumbersome and not suited to business crime reporting. AG will collect input from all BID project managers to provide feedback to the PCC.
- JM – asked about bins on the estate and if there was any progress on this.
- JM - A meeting was to be arranged with local councillors regarding parking issues in the park. GW and HS have provided the necessary information. AS reported that the issue has now been escalated to Karen Shaw and is currently with the Cabinet for consideration.
- JM enquired whether speeding is an issue on the estate. HS reported that speeds of 40-50 mph have been observed on Bumpers Lane and Sovereign Way. MM asked if the speeding incidents are captured on CCTV and noted the increased presence of cyclists and pedestrians. A discussion followed on whether there is a duty of care in this regard and would speed signs be considered.

#### Work Experience Initiatives and Sub-Group Formation

- JM mentioned Deva Designs work experience which ended up with a long discussion on the positive impact of local businesses offering work experience and opportunities to young people. Several students from local high schools have recently completed placements. There is strong momentum to expand these opportunities, with the board recognising the need to encourage more businesses on the estate to proactively offer work experience, particularly to students who lack personal connections in the business world.

The board highlighted the importance of providing meaningful, tailored experiences that align with business needs while benefiting the students.

**ACTION:** GW to report back on enforcement of coach parking.

**ACTION:** HS to send draft to JM regarding CCTV comms plan

**ACTION:** AG to collate a wishlist from all BIDs to send to the PCC.

**ACTION:** HS and GW to meet with Environmental Services to look at options and costs for bins

**ACTION:** AS to follow up for feedback

**ACTION:** HS to contact Onetek to see if information is available on Speeds

**ACTION:** A sub-group of (CL, MM, JW, MP & HS) will be set up to focus on strengthening relationships with local schools, colleges, and universities.





is for the board to consider part-funding additional course places specifically for BID members.

- GK- a study examined decarbonisation strategies for Winsford Industrial Estate, addressing future energy needs including the shift from gas to electricity. This transition could create capacity issues for businesses, risking relocation. Strategic partners are involved in exploring solutions. The BID may consider a similar decarbonisation study for £10,000-£15,000, which could help secure partnerships and funding to address these issues.

**ACTION:** GK to organise teams meeting for questions on study

HS – would like to install electronic speed signs. LF – this could be seen as a challenge for the boy racers. Could have one with no speed displayed. Could have electronic signs where the messages can be changed. HS and GW can speak with LD or Highways for the lighting column numbers.

**ACTION:** HS and GW to speak with Highways for lighting column numbers



**Security & Crime Update:**

- There have been no recent incidents of travellers entering the estate, but the BID team notified businesses of nearby camps.
- An attempted break-in occurred at a local business, where suspects tried to change the front door lock. CCTV footage was provided to the police.
- Crime figures for Q1 are down 66%, with CCTV and ANPR systems playing a significant role in this reduction.

**Estate Audits & Maintenance:**

- Regular estate audits by the BID Manager identified issues such as potholes, weeds, damaged manhole covers, and landscaping concerns on Bumpers Lane. All issues were reported to the relevant agencies for action, with follow-ups to ensure timely repairs.
- The new landscape contractors continue to maintain the Paint Well site. Weeds on the pavement and roads have been reported to Streetscene, and BT were contacted to address overgrown areas on their Bumpers Lane property following business complaints.

**Speed Signage Initiative:**

- The BID team is exploring the installation of electronic speed signs across the estate. Considerations include power supply, optimal locations, and planning permissions. Estimated costs range from £12,000 to £15,000, with the goal of reducing speeding and improving infrastructure.

**Vacant Properties:**

- Information about vacant properties on the estate, including spaces on Dee View and Park West is available on the BID website (Commercial Space - West Chester BID - Business Park).

**Business Support:**

- The BID Team continues to support local businesses through information-sharing on webinars, workshops, training, and grants, as

Project Updates

	<p>well as providing advice on growth, recruitment, traffic management, inter-trading, and employee retention during redundancy threats. This support is aimed at fostering business development and success in the area</p>	<p><b>ACTION:</b> JH- to follow up with SL on training withdrawals</p>
<p><b>AOB</b></p>	<p><b>JM-</b> raised the issue of employing the over-50s and shared his experience of stepping down from a related initiative.</p> <p><b>GW-</b> emphasized the importance of inclusivity in workforce development, particularly for those over 50. The discussion highlighted the value of encouraging experienced individuals, including retirees, to return to the workforce or engage with colleagues as volunteers or paid employees. These individuals can mentor younger workers, sharing the wealth of knowledge gained from decades of service. The group recognised the opportunities for pre-retirees and retirees to re-enter the workforce and contribute their skills in new ways.</p> <p><b>JM-</b> A vote was carried out on Matthew Platt becoming a board member, the result was unanimous in favour. Matthew Platt was welcomed to the board.</p> <p><b>MP-</b> inquired about ongoing parking issues.</p> <p><b>GW-</b> stated progress has been delayed due to recent elections but should be back on the agenda soon. This was also discussed earlier in the meeting.</p> <p>JM thanked all for attending and closed the meeting.</p> <p><b>Date of next meeting: Thursday 10<sup>th</sup> October 2024 – Obsidian Offices</b></p>	<p><b>ACTION:</b> AS to follow up for feedback on parking issues</p>