



Minutes

Meeting: West Chester Commercial BID AGM
Date: Thursday 6th March 2025
Time: 12:30pm – 2:00pm
Location: Chester Football Club

- Matthew Flack – Plan Ahead (MF)
- Lexa Farthing – Library Shared Services (LF)
- Mark Diaper – Legat Owen (MD)
- Elaine Thomas – Living Floors (ET)
- Jenny Williams – Deva Designs (JW)
- Andrew Maddock – Deva Designs (AM)
- Neil Jones – Electric Centre (NJ)
- Sue Johnson – QHP (SJ)
- Rebecca Griffiths – Calder (RG)
- Kath Smith – Library Shared Services (KS)
- Claire Lewis – Library Shared Services (CL)
- Geoff Smith – HCS (GS)
- Hannah Brearley – RAS (HB)
- Alex Hurst – RAS (AH)
- Laura Backhouse – Plan Ahead (LB)
- Greville Kelly – Groundwork CLM (GK)
- Jon Houghton – Groundwork CLM (JH)
- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Olivia Roberts – Groundwork CLM (OR)
- Lee Donoghey – Onetek (LD)
- Ken Lawton – Alpha Omega (KL)
- Ian Wright – Alpha Omega (IW)

Apologies:

- Jordi Morell - Obsidian Group (JM) (Chair)
- Mary Murphy – Proximo Group (MM)
- Chris Leicester – Sanctuary Group (CL)
- Gill Williams – CWAC (GW)

Agenda Item	Minutes	Actions
Welcome	HS welcomed all those present to the meeting and thanked everyone for coming.	
Presentation of Annual Report and Accounts	<p>HS introduced the BID team to those present.</p> <p>HS introduced the executive board and those present introduced themselves.</p> <p>HS and SL presented on what the BID has achieved over the past BID year.</p> <p>SL discussed Theme One – Safe and Secure. The BID manages 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>HS 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</p>	

	<p>training courses. BID manages the West Chester Commercial BID website and sends out a range of communications.</p> <p>SL went through the finances for the BID's financial year including the income and expenditure profiles.</p> <p>SL asked if there were any questions on the presentation or accounts. There were no questions from the businesses.</p> <p>JM sent his apologies and MF read out a prepared piece from JM thanking all those for their hard work on the BID throughout the past year and encouraging businesses to take up BID services and to get involved with the BID.</p>	
<p>Election of Executive Board</p>	<p>SL 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 14 ballots in approval, and 0 rejecting. The Executive Board was elected by a unanimous yes.</p> <p>SL thanked the Executive Board for the work they do for the BID.</p>	
<p>Speakers:</p> <p>SBS Introduction (Greville Kelly, Olivia Roberts)</p> <p>CCTV (Lee Donoghey)</p>	<p>GK introduced himself and the SBS service that is available to businesses. GK passed over to Olivia Roberts who introduced the Sustainable Business Services. The SBS Team offers Sustainable Business Membership, Net Zero Consultancy and Training plus government funded grant projects – the team works closely with the council and local businesses.</p> <p>OR went through the services that the SBS can offer for businesses and the types of membership available. OR described the support with grant programmes for businesses – over the past 3 years have helped CWAC distribute £700k worth of grants to businesses. Over the past 12 years have completed 52 decarbonisation reports and identified 496 tonnes of co2 savings. The aim is to help businesses know how to access available grants.</p> <p>OR went through some case studies of local businesses including Magma Granite where an annual cost saving of £33k was achieved. Obsidian Group received a grant of £6k to invest in solar panels.</p> <p>OR presented an interactive survey with those in the room regarding energy costs, sustainability and Net Zero.</p> <p>HS thanked OR for her presentation. MF – has taken up the grants and would recommend it as it was incredibly easy and has made a huge difference already.</p> <p>HS introduced LD from Onetek to talk about the CCTV and ANPR systems. LD gave a brief overview regarding the CCTV system and the data that can be captured. 54 CCTV cameras have been installed on the estate along with 3 ANPR cameras.</p> <p>LD demonstrated the search function using AI on the CCTV cameras. Data is captured in an anonymised way.</p>	

	<p>LD demonstrated the AI capabilities of filtering the data. The footage can filter out vehicles that have no MOT or insurance (illegal). On other estates where the system is used, an illegal vehicle was captured on the system, then returned the next day to commit a crime. This could be utilised in the future in an effort to prevent crimes using the system.</p> <p>There was discussion on warning signage to let potential criminals know their number plate is being recorded, without breaching GDPR and displaying the number plate itself. HS will look in to the different options of signage available to deter criminals.</p> <p>LD discussed how the cameras can detect the carbon output of vehicles moving around the estate. The system can also break down which of the vehicles are regular commuters.</p> <p>HS thanked LD for presenting.</p>	<p>ACTION: LD to look at an alert system that could let Alpha Omega know in real time if an illegal vehicle returns to site within 7 days.</p> <p>ACTION: HS to look at signage saying “Your number plate is being tracked” or interactive signage saying “Welcome green Volvo” for example. Or a sign saying “Have you taxed your vehicle”</p>
<p>AOB</p>	<p>HS – Regarding the Park and Ride Car Park, CWAC were not prepared to open the car park up in case it got taken over by illegal travellers. HS is trying to find out what the end game is with the car park – CWAC have not provided any information and do not want to open up the car park. Parking and unloading is causing a direct impact for those on the estate. If the price point was right and CWAC charged for it, businesses could park there. Could the BID take a lease on the car park?</p> <p>There were no further questions.</p> <p>HS asked businesses to distribute the online mental health workshop leaflets on their noticeboards for staff.</p> <p>HS thanked all for attending. HS asked businesses to encourage other BID members to get involved with the BID.</p>	<p>ACTION: HS to speak to GW regarding the plans for the park and ride car park and to understand the reluctance from CWAC in allowing parking.</p>