

**Halton Chamber Enterprises Executive Board Meeting
20th September 2019
Halton Chamber of Commerce, 7th Floor Municipal Buildings, Widnes**

Present

Ian Hayhoe (Chair)
David Halton (Halebank Operating Group Chair)
Rachael Owen (Chamber CEO)
Joanne Taylor (BID Manager)

Open Session:-

Gavin Young (Vapour)
Alec Stephens (Vapour)

Apologies

Jill Naylor (Astmoor Operating Group Chair)
Adrian Fillingham (Astmoor Operating Group Vice Chair)

| Agenda Point | Action Point |
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| <p>Welcome and Introductions Everyone was welcomed and thanked for their time and introductions were given by all.</p> | |
| <p>Open Session – SFB</p> <p>Gavin presented an overview of Phase 1 to the meeting. There’s currently a 100/100 cable that was installed for the ANPR and CCTV and rights were granted for the hardware on the arquiva mast.</p> <p>Phase 2 to install the SFB was discussed and the concern about the risk that not many businesses would take up the offer, as they are already tied into broadband contracts. Gavin confirmed that contracts for fibre tend to be for a 3-year contract and no fibre can often be for just 1-year contracts.</p> <p>Joanne informed the group that surveys have been completed and from 20 responses, the majority had said they would be interested. However, this does not mean that they will take up the offer because they have acknowledged that they’re interested in knowing more.</p> | |

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| <p>Joanne enquired what 5G impact would be and both Ian and Gavin confirmed that it is unlikely to be available in more rural areas during this BID term.</p> <p>Action: Gavin/Alec to find out how much we're using of the current cable</p> <p>Joanne also enquired what the alternative would be to use the hardware if we decided not to proceed. Gavin confirmed that businesses would most likely have to pay for a more expensive lease line.</p> <p>Joanne enquired if Vapour would be able to contact businesses to explain exactly what was on offer and it was felt that it would be more appropriate for the BID to contact the businesses. Therefore, it was discussed and agreed that it would be useful to have a handout for businesses explaining the service as Joanne did not have the knowledge or expertise to answer technical questions.</p> <p>Action: Gavin/Alec to prepare a handout for businesses</p> <p>Ian sought clarification on the cost and Gavin confirmed that the upfront cost is £15,000 with a monthly on cost of £1,000.</p> <p>Action: Amend the proposal in line with what we can do, i.e. how many need to take up the offer to negate on cost.</p> <p>Clarification was given by Gavin that the voucher scheme would cover the cost of the individual dishes.</p> <p>The option to roll this out to Manor Park was discussed and it was also suggested by Alec that it would be worthwhile looking to see if any residential properties would take up the offer.</p> <p>Action: Joanne to provide a postcode of the housing estate to Vapour to check and provide confirmation if they currently have SFB.</p> | <p>GY/AS</p> <p>GY/AS</p> <p>GY/ AS</p> <p>JT</p> |
| <p>Chairs Report Astmoor</p> <p>In Jill and Adrian's absence, Joanne provided a report about Astmoor as follows:-</p> <p>Safe and Secure</p> <p>Despite having to make some changes, i.e. moving the camera on the busway and the cameras on Jenson Court the ANPR/CCTV is working well. There was a burglary recently and we were able to provide the police with information about the vehicle registration, timings of entering and leaving the estate etc. Joanne explained that the unit owner previously didn't take advantage of the alarm response, however,</p> | |

he was reconsidering this when he realised that the alleged criminals were still on the estate several minutes after he had arrived.

Ian enquired about the numbers of those businesses not taking us up on the offer and Joanne informed the group that there's currently 52 businesses taking advantage of this on Astmoor and 11 on Halebank.

Joanne confirmed that Alarm activations have reduced after liaising with the Businesses who were having regular alarm activations.

Image Enhancement

Unregistered land and land owned by companies who have gone into liquidation have been cut back and tidied up. Joanne confirmed that she has also liaised with businesses who weren't aware that land fell into their ownership to coordinate landscaping of these overgrown areas.

After businesses on Dalton Court reported that visitors were struggling to find them, as they weren't listed on First Investments directory sign, we've had a new sign erected.

The Astmoor welcome signage was repaired and cleaned as there was missing letters.

Arrangements were made for a company to have external pest control baiting for a month after the sighting of a large rat.

Better Connected

Engagement is really good on Astmoor with businesses wanting to take advantage of the Newsletter with the read percentage continuing to increase.

Ian enquired about the Astmoor Operating Group and Joanne agreed that both groups require more members, however, as everyone is busy individuals are unable to commit.

Training

Although most businesses request the 'need to have' rather than the nice to have, we've had a good uptake on training courses which have been more varied this year. More training has been delivered this year than previous years as we've managed to schedule training that has been free to the BID or more cost effective.

Halebank Chairs Report

David Halton fed back as follows: -

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| <p>The cameras are working well especially since the repositioning of the camera on Unit 1. Joanne updated that there's currently a problem with the camera on the Coop after the refurbishment and we're trying to sort this.</p> <p>As it was agreed at the last meeting for a new router to be installed, to help solve the problem with the images from the cameras transmitting, David enquired when this would be. Joanne confirmed that she is chasing TW Electrical about this and will continue to do so.</p> <p>David felt that the estate was looking good and reported that fly tipping had reduced.</p> <p>David felt it wasn't ideal that the Council are unable to provide additional bins and felt that they should have replaced the damaged bin. Joanne confirmed that she is continuing to chase Open Spaces at the Council about this.</p> <p>David felt the training was going well and reported that he had received 'massively' good feedback from his member of staff who attended the Mental Health First Aid training. However, David also reported that he felt the Social media training could be hit and miss.</p> <p>David reported back that he felt Joanne was doing a great job.</p> | |
| <p>Security Tender</p> <p>Joanne explained that Clarity Procurement are helping with the tender process and talked through the timeline of the tender process including the interviews of those shortlisted. It was agreed that the best date for interviews would be Friday 29th November. Action: Joanne to send out a calendar invite for 29th November to the Executive Board.</p> <p>Joanne confirmed that we're looking at 1st February for the commencement of the new Contract.</p> | JT |
| <p>Constitution</p> <p>Final versions of the Constitution documents were circulated and Joanne enquired about the quorum numbers as they are particularly low at the moment. However, as the groups are relatively small it was agreed to leave the numbers as they are.</p> <p>Therefore, both Constitutions were approved and signed by Ian Hayhoe as Chair of the BID Board and David Halton signed the Constitution for Halebank as Chair of the Operating Group.</p> <p>Action: Joanne to get the Astmoor Constitution signed by Jill Naylor and Rachael to get both Constitutions signed by Val Allen as the Chamber Chair.</p> | JT/ RO |

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| <p>Annual Review</p> <p>Joanne requested the view of the Board in relation to the AGM and requested feedback from David Halton about last year’s meeting and how it was being a joint one for both BIDs. David felt that bringing the two AGM’s as one worked well. Joanne reported back that feedback she had received was that most enjoyed the networking element of it but some found the formality of the AGM dull.</p> <p>It was agreed that there should be just one meeting for both BIDs rather than Joanne having to repeat and duplicate many aspects of the presentations. Ian confirmed that there is no legal reason why the two BIDs cannot be done together.</p> <p>It was also agreed that there should be a more social feel to the Annual Review.</p> | |
| <p>Halton Business Awards</p> <p>Joanne explained that as the BID has sponsored the Awards there are four places and, therefore, the we would like to invite the Board to the Gala Dinner on 15th November.</p> <p>Action: Joanne to send a calendar invitation to all Board members</p> | JT |
| <p>Office Update – Resources</p> <p>We discussed how Jemma Ross finished for maternity leave at the start of August, however, Joanne is seeking some support with the training from Ryan who is currently on an ILM until December.</p> | |
| <p>Accounts</p> <ul style="list-style-type: none"> • Total in pot for Astmoor £201,450.22 <p style="padding-left: 40px;">BID Levy paid</p> <p style="padding-left: 40px;">77.70% Collected (excluding unenforceable accounts)</p> <ul style="list-style-type: none"> • Total in pot for Halebank £72,206.89 <p style="padding-left: 40px;">BID Levy paid</p> <p style="padding-left: 40px;">78.37% collected (excluding unenforceable accounts)</p> | |