



**Lichfield BID Crime Reduction & Business Support Steering Group Meeting**

12<sup>th</sup> April 2016 14:00 hours

BID Office – Lichfield

**Apologies:-**

**In Attendance:-**

- Paul Maddox – The Scales (BID Chairman)
- Morag Pringle – BID Manager
- Richard Lewis – Townsafe / Chamber of Trade
- Andrew Buckman - Kingstons
- Leanne Giblin – The Angel Inn
- Lisa Prokopiou – Three Spires Shopping Centre

	<b>Action</b>
<p><b><u>Apologies</u></b></p> <p>No apologies were received for the meeting</p>	
<p><b><u>Appointment of Chair</u></b></p> <p>PM will chair this meeting. Future chair will need to be appointed at next meeting.</p>	<b>ALL</b>
<p><b><u>Budgets</u></b></p> <p>Sample budgets were circulated for consideration. A discussion took place on the budgets for radios, BES and city guardians.            The radio system had been confirmed at a rate of £11,400 p.a. all in.            The Business Exclusion Scheme figure allowed for the amount agreed at the previous meeting for Richard Lewis’s hourly rate, plus a contingency for expenses.            The City Guardian’s project, MP tabled a sample diary of dates between 1<sup>st</sup> May and 30<sup>th</sup> September based on the agreed rate from Gold Standard Security.            These dates and times would bring the costs in line with the current projected</p>	

<p>budget for the scheme. MP further advised that she was in the process of submitting an application for grant funding from the Office of the Police Crime Commissioner, which could potentially see this project expanded to more hours provision for the guardians.</p> <p>Radio mast in budget for £2k may be over provision, may only be approx. £200 if required. This will have to be confirmed once the new system in place.</p> <p>The ACIS website membership we will need to have for the BES although PM advised that PABCIS were trying to get a bulk membership under the County partnership, so that might be a reduced amount in the future. The ATCM membership will be down to a decision from this steering group, dependant on value for money for the BID. This would be discussed in more detail at the next meeting.</p>	<p><b>MP</b></p> <p><b>ALL</b></p>
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<p><b><u>Crime Reduction</u></b></p> <p><b>Radio System</b></p> <p>PM advised that the new radios would be rolled out at the beginning of May. The base station would be replaced in the CCTV monitoring centre and it was agreed after discussion that the new equipment for pulling reports from the system would be located in the BID office. It will allow messages to be sent to users to advise if they were not logging onto the radios regularly etc. Training on the new radios is included in the price and this would be part of the roll out period. LP offered the use of their meeting rooms for training if required.</p> <p>A full discussion took place on who currently had radios via the old membership scheme and on which businesses should be approached regarding taking one of the additional new radios. 60 radios in total, plus clarification needed from MRS on how many free radios would be provided for the demo radio, town coordinator and police etc. It was agreed that the policy for distribution should be based on targeting businesses who had suffered the most instances of theft or anti-social behaviour, plus a geographical distribution around the BID area. AB to supply a property map of the city centre for MP to plot in the businesses selected so far, then any gaps geographically could be pinpointed for the remaining radios.</p> <p>PM advised there would be a press release once finalised.</p> <p><b>Business Exclusion Scheme</b></p> <p>RL reported on how the current scheme operated mostly with him distributing hard copies of excluded persons details to businesses who were members. PM advised that in future it would be better to have members signed up and using the ACIS website system, as this records who has logged in and viewed the details, plus is less labour intensive and more cost effective. RL advised only down side will be the National companies not having internet provision in the shops and it would have to be viewed on personal devices. Already have regular meetings to do briefings for daytime and pubwatch updates. It was agreed that further promotion of the ACIS scheme was necessary to get people signed up and using it. RL to give demonstration of the ACIS website at next meeting</p>	<p><b>AB/MP</b></p> <p><b>MP</b></p> <p><b>RL/MP</b> <b>RL</b></p>

<p><b>City Guardians</b></p> <p>It was agreed that the City Guardians would be utilised over evenings, bank holidays and at key events in the city centre. MP had already tabled a proposed diary of dates.</p> <p>They will be branded in Hi-Viz jackets with the BID logo and at least one of the two person team would be wearing a body camera. They would be based from the BID office whilst on shift and a regular team would be employed for continuity. They would also need at least one of the radios which would be stored in the BID office to collect at the start of the shift and returned at the end.</p> <p>It was agreed that they should act as tourist/visitor information and to marshal the taxi rank as well as to report any incidents of crime or anti-social behaviour, although they were not to intervene themselves unless there was a danger to life or property and only then when it was safe to do so.</p> <p>Again a press release would be sent out shortly.</p> <p>MP advised that she was meeting with Gold Standard Security tomorrow morning and would go through the proposed diary with them, although this was not yet the confirmed dates and times.</p> <p><b>Other Crime Reduction matters</b></p> <p>MP reported that she had obtained quotes to install security mirrors in the alleyway between Market Street and Bird Street Car Park, which she would take to the JOG meeting to seek funding. It was possible that if only partial funding could be found that the BID could offer some towards the cost. This would also be subject to permission being given by building owners to bolt the mirrors to their property.</p>	<p><b>MP</b></p> <p><b>MP</b></p> <p><b>MP</b></p>
<p><b><u>Business Support</u></b></p> <p><b>Training Courses</b></p> <p>MP reported that the next two dates for the first aid training courses were on 18<sup>th</sup> and 28<sup>th</sup> April. They have proved so popular that more courses are now being organised in collaboration with LDTA, who will be providing the room and drinks for the courses. New dates to be publicised shortly</p> <p>It was suggested that courses be run in Customer Service training as well as in Retail Security for staff.</p> <p><b>Utility Brokers</b></p> <p>MP reported that Utility Wise have offered 10% referral payment to the BID from their commissions and LSI Energy have offered 20%, however further checks on references are needed for this company.</p> <p>RL advised he has been approached by Simon Brown from Utility Warehouse who wants to give a presentation to the group on their offer to business customers. It was agreed that he could attend the next meeting of the steering group to give a presentation before a final decision is made on the provider.</p>	<p><b>MP</b></p> <p><b>MP</b></p>

<p><b>Lobbying</b></p> <p>PM advised that the BID had been lobbying the council regarding the proposed changes to parking charges and that this had gained some success in them deciding to keep the Sunday charges at only £1 as well as not extending the hours into the evenings for parking charges. However the final decision on the parking increases will be made by Cabinet early May.</p> <p><b>Other Business Support</b></p> <p>LP advised that JLL were currently looking at their procurement deals for waste removal and that this may give us the opportunity to expand on any such deal to include the rest of the BID area.</p> <p>It was suggested that we promote the success of Sunday trading to other businesses in the city centre.</p>	<p><b>LP/MP</b></p> <p><b>MP</b></p>
<p><b><u>AOB</u></b></p> <p>AB advised that he was keen to champion projects aimed at the professional services sector in the BID area. There were a number of ideas he wished to put forward and it was agreed he would send these through to MP</p>	<p><b>AB/MP</b></p>
<p><b><u>Date of next meetings:</u></b></p> <p><b>Wednesday 4<sup>th</sup> May 2016 – 2pm, BID Office</b>  <b>Monday 27<sup>th</sup> June 2016 – 2pm, BID Office</b>  <b>Monday 8<sup>th</sup> August 2016 – 2pm, BID Office</b>  <b>Monday 12<sup>th</sup> September 2016 – 2pm, BID Office</b></p>	<p><b>ALL</b></p>

Minutes Approved – Signed: \_\_\_\_\_

Chair of the meeting

Date: \_\_\_\_\_