



# WestChester Commercial **BID**

Annual Report and Accounts

2018-2019

West Chester Commercial BID  
C/O Groundwork Cheshire, Lancashire & Merseyside  
Yarwoods Arm  
Navigation Road  
Northwich  
Cheshire  
CW8 1BE

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Website: [www.westchesterbid.co.uk](http://www.westchesterbid.co.uk)



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## 1.0 Review of 2018-2019

The following Annual Report and Accounts covers the second year of the West Chester Commercial Business Improvement District (2017-2022).

Sections 1.2 through to 1.5 of the report detail everything that has been delivered during 2018-19, ensuring that the West Chester Commercial BID continues to work towards its vision:

***“To provide a safe and more secure trading environment, to develop and maintain a range of image enhancements across the trading environment, to work towards providing sustainable travel options for companies and their employees and to provide a co-ordinated and supported Business Community”***

### 1.1 The Executive Board

At the end of the financial year of 2018-2019 for the West Chester Commercial Business Improvement District, the membership of the Executive Board was as follows:

**Jordi Morell** – Obsidian Group (Chairperson)

**Ann Rogers** – Deva Designs Ltd

**Steve Potts** – B&S Group Ltd (Vice-Chairperson)

**Mark Diaper** – Legat Owen

**Ceri Roberts** – Arco (resigned in August 2019)

The Executive Board met three times in 2018-2019, and was quorate at all meetings. Full copies of minutes from these meetings are available from [www.westchesterbid.co.uk](http://www.westchesterbid.co.uk)



## 1.2 Theme One – A Safe and Secure Trading Environment

The West Chester Commercial BID Executive Board places security and crime prevention as a top priority for companies on the estate and Business Park and recognise the high importance that businesses place on having these BID funded measures in place. During 2018-2019, crime levels on Sealand Industrial Estate and Chester West Employment Park continued to decrease due to the various security projects and services that are funded by the BID.

Throughout 2018-19, the West Chester Commercial BID again made investments in to the highly valued mobile security patrols conducted by Alpha Omega throughout Bank Holiday weekends, Easter Weekend and during the Christmas and New Year period to ensure the area remains as secure as possible. The BID has ensured that the new business units at Dee View have also been included in the security patrols. The BID has not had any incidents or crimes reported during the periods of cover throughout 2018 – 2019.



**WEST CHESTER COMMERCIAL BID RAPID TEXT SERVICE**

Spotted something suspicious on Sealand and West Chester Employment Park?

If you see anything suspicious or of general interest on Sealand and West Chester Employment Park, then please report it to:

**01606 866658**



**CALL 01606 866658**

West Chester Commercial BID logo and Sealand and West Chester Employment Park logo.

During 2018 -2019 the West Chester Commercial Business Improvement District continued to fund the 24-7 Rapid Text Service for businesses that are based in the BID area - a 24/7 hotline that businesses are urged to report any suspicious activity to so the information can get disseminated across Sealand Industrial Estate and Chester West Employment Park. The Rapid Text Service provides a valuable and increasingly important means of communicating information as fast as possible regarding any security and crime threats, or any other issues that may affect employees in the BID area. Both Alpha Omega Security and Cheshire Police have representatives signed up to the service.

During 2018 – 2019, the BID maintained an excellent partnership with Cheshire Constabulary. The BID has the support of three PCSOs, a Sergeant and a Crime Prevention Officer to cover the West Chester Commercial BID area.



Throughout 2018 – 2019, the BID team worked hard to facilitate the removal of several illegal traveller encampments in the area and had regular dialogue with Cheshire Police and the Gypsy/Traveller Liaison department at Cheshire West and Chester Council to ensure the encampments were removed as quickly as possible.



During 2018 – 2019, the BID Team met with Cheshire Police and the CCTV department at Cheshire West and Chester Council to discuss the feasibility of the installation of CCTV cameras in the BID area. As the crime figures for the West Chester BID area have reduced over the last two years and remain relatively low compared to other nearby areas, it was felt the additional CCTV cameras were not necessary in relation to the cost and would not bring a substantial benefit. The BID is currently in discussions with Cheshire Police and the Local Authority on the feasibility of having an ANPR system installed on site.



For a visual deterrent, during 2018 – 2019 the BID Team had fifty Selecta DNA signs installed onto various Street Lighting Columns throughout the West Chester Commercial BID area.





### 1.3 Theme Two – A Sustainable and Greener Trading Environment

During 2018 - 2019 the BID Team has conducted monthly image audits across the entire West Chester Commercial BID area. The reports are sent to the various departments of the Local Authority with follow up meetings held in order to discuss the findings. The BID Team has been working with Cheshire West and Chester Council on developing and enhancing the baselines that they are delivering in the area. The BID has been successful in having a small team from StreetCare (Local Authority) designated to the area. By establishing a standard baseline agreement and the service that the council should be providing in the Sealand Industrial Estate and West Chester Employment Park area, the BID can now go forward and develop a plan of image enhancements, planting and maintenance schemes at key locations across the estate above and beyond what the council already provides.



To support the delivery of landscape improvement projects in Year 2 of the BID, development was carried out in the first year to identify potential locations for enhancements. Three locations were identified in order to install branded signage at Sovereign Way, Bumpers Lane and Hartford Way. Unfortunately, owing to Highway and Planning concerns along with the complexity of utility / communication services running below ground level, these locations were not given the necessary

permissions for work to go ahead. The BID however, have sourced another three potential locations and are currently carrying out investigations in liaison with the Local Authority.

The BID has also utilised community payback over the course of the year who have been instrumental in conducting litter picking sessions across the West Chester Commercial BID area.



## 1.4 Theme Three – A Co-ordinated, Supported and Connected Business Community

The West Chester Commercial BID funded the Estate Management Service during 2018-2019, with Groundwork providing support and advice to all companies across Sealand Industrial Estate and Chester West Employment Park. The Estate Management Service is the central point of contact for all businesses in the West Chester Commercial BID area. During the summer of 2019, Customer Care Visits were conducted by the BID team in order to obtain businesses feedback on various matters that are associated with the BID. The team have also successfully built and maintained relationships with a variety of partner organisations including Alpha Omega Securities, Cheshire West and Chester Council and Cheshire Constabulary.



2018-2019 saw further development of the dedicated West Chester Commercial BID website. The website is a key source of information for business owners, their employees, the local community and inward investors and features a dedicated membership section for West Chester Commercial BID employees. Users are able to book on to training courses, submit job vacancies, offers and access minutes and reports from any meetings.



### IMPORTANT CONTACT DETAILS

**Cheshire Police: 999 / 101**  
Two PCOs cover the West Chester Commercial BID Area. Their contact details are as follows:  
In Parking: [partnership@cheshire.police.uk](mailto:partnership@cheshire.police.uk)

**Cheshire West and Chester Council:**  
Sustainable & Highways – 0300 123 7006  
Parking Enforcement – 0300 123 7013  
A number of services are provided by a number of agencies. You can report Highways and StreetCare issues online.  
This is a step by step guide of how to create an account. How to report a serious request

E-mails and informative weekly e-bulletins continued to drop into inboxes throughout the year to keep employers and employees up to date with the latest news, training courses and events taking place in the West Chester Commercial BID area. Quarterly hard copy newsletters were also produced throughout the year, with each issue packed full of updates and information on all the projects and improvements taking place. In 2019 a Twitter account for the West Chester BID went live.





A full schedule of training courses was delivered throughout 2018 - 2019 covering a wide variety of topics to upskill employees of West Chester Commercial BID businesses, ranging from First Aid at Work and Health & Safety in the Workplace to Fire Marshal Training, with courses validated by Quallsafe and The Institute of Fire Safety Managers. Fork Lift Truck refresher training was also funded by the BID for those businesses that required it and was provided by on site Fork Lift Truck specialists GHR Training Services based in Mercury Court. The BID has also looked at introducing an online MICROLEARN training package for West Chester Commercial BID businesses, featuring a suite of online seminars and courses to upskill employees. Free of charge for businesses to take advantage of, companies in the BID area are currently evaluating whether they would find the package useful.

Specific courses that were delivered in 2018-2019 were as follows:



- Quallsafe Level 3 Award in Emergency First Aid at Work
- IFSM Fire Marshal Training
- Quallsafe Level 2 Award in Health and Safety in the Workplace
- Leadership Skills and Management Training
- Fork Lift Truck Refresher Training provided by GHR Training Services.



***“74 West Chester Commercial BID employees received BID funded training in 2018-2019”***





## 2.0 Summary of Finances 2018-2019

The total income for the year collected was £102,638. The amount spent on BID arrangements and projects for 2018/2019 was £57,496.

The surplus of £79,670 brought forward from Years 1 and 2 will be utilised to fund specific projects and services that support the three themes for improvements in the West Chester Commercial BID business plan.

Expenditure Summary	2018/2019	
	CASH	
	Budget	Expenditure
Theme One – A Safe and Secure Trading Environment	£15,250	£10,644
Theme Two – A Sustainable and Greener Trading Environment	£30,000	£522
Theme Three – A Co-ordinated, Supported and Connected Business Community	£44,060	£46,330
<b>Total For year</b>	<b>£89,310</b>	<b>£57,496</b>

Income	2018/2019	
	Budget Cash	Actual Cash
Business Improvement District Levy	£89,417	£88,609
Contribution from CWaC (CCTV/ANPR Improvements)	£0	£14,000
Interest received in the bank account	Nil	£29
<b>Total For year</b>	<b>£89,417</b>	<b>£102,638</b>

Please see appendix for full detail of income and expenditure from Murray Smith

### 3.0 Plans for 2019-2020

Below is a summary of the projects and services which will be delivered during the third year of the West Chester Commercial Business Improvement District in 2019-2020.

#### 3.1 *Theme One – A Safe and Secure Trading Environment*

- Looking at the feasibility of a dedicated ANPR system
- West Chester Commercial BID Mobile Security Patrol unit over Bank Holidays, the Christmas and New Year Period and Easter Holidays
- Regular liaison with Cheshire Police regarding crime and security issues
- Rapid Text Service for all businesses
- Provision of SelectaDNA Property Marking kits to all new businesses

#### 3.2 *Theme Two – A Sustainable and Greener Trading Environment*

- Additional landscaping works at the West Chester Commercial BID entrance points
- Regular image audits
- Installation of new street name plates and three entrance point signs
- Working in partnership with Cheshire West and Chester Council to improve the road surfaces on the estate
- Free joint procurement service with Power Solutions
- Potential opportunity for the Business Park to look at introducing Solar Power in the future
- Feasibility of introducing an estate wide joint waste management scheme

#### 3.3 *Theme Three – A Co-ordinated, Supported and Connected Business Community*

- West Chester Commercial BID Business Park Management Service
- A full schedule of training courses and seminars free of charge to West Chester Commercial BID employees
- Provision of Fork Lift Truck refresher training
- Business networking opportunities to encourage inter-business park trading
- West Chester Commercial BID website with employee membership section
- E-mail and weekly e-bulletin updates
- Hard copy West Chester Commercial BID news bulletin
- Management of the West Chester BID Twitter Account @westchesterbid

**WEST CHESTER**  
**BUSINESS IMPROVEMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 AUGUST 2019**





**WEST CHESTER BUSINESS IMPROVEMENT DISTRICT**

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WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

	2018/19		2017/18	
	£	£	£	£
<b>INCOME</b>				
CWaC BID levy	102,069		90,706	
Bank interest	29		12	
	<u>          </u>	102,098	<u>          </u>	90,718
 <b>EXPENDITURE</b>				
Mobile security patrols (Christmas, new year & bank holidays)	10,011		7,199	
Installation of ANPR camera system	-		-	
Maintenance of ANPR camera system	-		-	
Rapid text service	633		717	
DNA property marking kits	-		2,703	
Landscape & signage design & improvements	325		-	
Landscape & signage maintenance	197		264	
Public transport initiatives	-		-	
Business park joint waste management service	-		-	
Exploring solar business park initiatives	-		-	
Estate management service & project management	33,708		28,887	
Network events	-		-	
Training courses & seminars	6,630		4,888	
Website development & maintenance	3,592		2,003	
News bulletin	658		1,323	
BID development & pre set up costs	-		5,000	
Meeting costs & administration (postage, stationery, photocopying)	1,492		2,416	
Audit & accounts	250		-	
	<u>          </u>	(57,496)	<u>          </u>	(55,400)
		44,602		35,318
 <b>PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS</b>				
Accountancy fee	<u>          </u>	0	<u>          </u>	250
		<u>          </u>		<u>          </u>
		0		(250)
 <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>				
		<u>          </u>		<u>          </u>
		44,602		35,068

WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

BALANCE SHEET

AS AT 31 AUGUST 2019

	2019		2018	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at Bank	88,807		36,140	
Due from Groundwork Cheshire, Lancashire and Merseyside	-		-	
Accrued income	-		-	
	<u>88,807</u>		<u>36,140</u>	
 <b>CURRENT LIABILITIES</b>				
Due to Groundwork Cheshire, Lancashire and Merseyside	8,887		822	
Provision to complete projects	250		250	
		<u>79,670</u>		<u>35,068</u>
 <b>FUNDS</b>				
Surplus brought forward		35,068		-
Surplus/deficit for the year		<u>44,602</u>		<u>35,068</u>
		<u>79,670</u>		<u>35,068</u>

CLIENT APPROVAL CERTIFICATE

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

.....  
 J Hough (West Chester Commercial BID Manager)

.....  
 J Morell (Chair)

Date: .....



**WEST CHESTER BUSINESS IMPROVEMENT DISTRICT**

**ACCOUNTANTS' REPORT**

**FOR THE YEAR ENDED 31 AUGUST 2019**

In accordance with our terms of engagement and in order to assist you to fulfil your duties, we have compiled the financial statements of the entity for the year ended 31 August 2019 which comprise an Income and Expenditure Account and Balance Sheet from the accounting records and information and explanations you have given to us.

This report is made to the entity's Board as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the entity's Board that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's Board, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Murray Smith LLP  
Chartered Accountants  
Darland House  
44 Winnington Hill  
Northwich  
Cheshire  
CW8 1AU

Date: .....