



## Minutes

**Meeting:** West Chester Commercial BID – AGM  
**Date:** Wednesday 25<sup>th</sup> May 2022  
**Time:** 12:00pm – 2:30pm  
**Location:** Chester Football Club

- Jordi Morell - Obsidian Group (JM) – Via TEAMS
- Ann Rogers – Deva Design (AR)
- Eleanor Thomas – Living Floors (ET)
- Lexa Farthing – Cheshire West Library Services (LF)
- Chris Leicester – Sanctuary Housing (CL)
- Mark Diaper – Legat Owen (MD)
- Ceri Roberts – Arco (CR)
- Jane Hough – Groundwork CLM (JH)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Gill Williams – CWAC (GW)
- B&S Goup
- Plan Ahead
- Tile Lab

| Agenda Item          | Minutes   | Actions  |
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| <b>Board Pre-AGM</b> | <p>JM welcomed all those present to the meeting. Introductions were made around the table.</p> <p>JM asked what was happening with regards to the voting process for BID 2 and the marketing that would be taking place to promote the ballot. JM spoke via tele-link. JH and HS will speak with current board members to talk through the role of Chair and what is required. All board members will stand down at the end of BID 1 and can put themselves forward for BID 2 again. There are several new members including Mary from Proximo and Ceri from Arco.</p> <p>JM asked what the situation was regarding finances. JH – have requested more BID levy income but this will be included for year 5. An additional £13k from CWAC.</p> <p>In terms of the BID ballot – would be useful for board members to speak with neighbouring businesses and encourage them to vote. Would be an idea to suggest the BID Team can be on site and ballot papers can be dropped off so they can be posted.</p> <p>CL – asked if there could be press releases. JH – yes this is not a problem. Will be issuing e-bulletins.</p> <p>JM closed the pre-AGM board meeting.</p> | <p>JH and HS to speak with current board members regarding the Chair role.</p> |

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| <p><b>Welcome</b></p>  | <p>JM welcomed all to the AGM via tele-link. This is the first full AGM since Covid-19.</p> <p>The BID has seen a lot of huge improvements to the trading area in the past 5 years – road surfaces have been repaired, street cleanliness has been improved, CCTV and ANPR has been commissioned as well as free training courses available to staff. To ensure all the good work of the BID continues, it is important to vote yes in the ballot for BID 2. JM thanked all for attending.</p> <p>JH spoke about the huge improvements to the BID area since the BID started. The vision and mission to the site remains the same despite the challenges of Covid-19. The BID wants the site to be one of the best trading environments in North Wales and Cheshire. The focus remains the same which is to be successful.</p>  |  |
| <p><b>Presentation of the Annual Report and Accounts</b></p> | <p>JH presented an outline of the Executive Board for the BID. JM will be standing down as Chair at the end of BID 1 and Steve Potts who was Vice-Chair has retired. Proximo have now been appointed to the board.</p> <p><b><u>Theme One – A safer more resilient business community</u></b></p> <p>The BID has now looked at an estate wide new dedicated CCTV system. SelectaMark DNA kits are distributed to businesses on the estate. The BID does a lot of partnership work with Cheshire Police to ensure the estate is kept safe and secure. Mobile Security Patrols are conducted across bank holiday and key periods and the Rapid Text service ensures businesses are alerted in real time of any issues.</p> <p><b><u>Theme Two – Greener and more sustainable</u></b></p> <p>New entrance signs were installed in the trading area and various landscaping plans have been implemented.</p> <p><b><u>Theme Three – A Connected and supported business community</u></b></p> <p>The Business Park Management service ensures that there is a dedicated service to businesses. Training courses and seminars are provided along with news bulletins, e-bulletins and other communications to businesses to disseminate important information.</p> <p><b><u>Finances:</u></b></p> <p>£85k was collected from the BID levy in Year 4 of the BID. There has been a significant improvement on cash collection and businesses have been able to pay in installments if necessary.</p> <p>£16,419 was spent on Theme One, £30,186 was spent on Theme Two, and Theme Three saw £45,619 spent during Year 4. £92,224 was spent in total.</p> <p>What will be delivered in Year 5:</p> |  |

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|              | <p>A CCTV provider will be identified and a contract signed. There will be continued monthly image audits on the site with more image improvement projects undertaken. The BID Team will continue to serve businesses, with a large portion of work undertaken on the BID 2 development and the BID taken to ballot.</p>  |  |
| <b>BID 2</b> | <p>JH explained the consultation that was undertaken by the BID Team talking to businesses in establishing what they wanted to see in BID 2. Businesses are wanting to see security continue with CCTV implementation and continuation of the landscape and image enhancements. There is also a strong appetite for training courses to continue, and businesses are wanting to see net-zero initiatives for the trading environment.</p> <p>JH went through the various BID levy bandings and what businesses would be paying each year. In terms of government and management, the BID is managed by the business community in the form of an Executive Board. Groundwork CLM are the accountable body to deliver the business plan on the ground.</p> <p>Key dates:</p> <p>Postal ballots are issued: Thursday 2<sup>nd</sup> June 2022<br/> Ballot papers need to be posted by: Tuesday 28<sup>th</sup> June 2022<br/> Ballot closes: Thursday 30<sup>th</sup> June 2022<br/> Declaration of results: on or after 1<sup>st</sup> July 2022</p> <p>In terms of the ballot, there needs to be a majority in both number of businesses voting and a majority in terms of the rateable value of businesses voting.</p> <p>If the cross does not sit in the right box on the ballot paper it will be spoiled, and whoever signs the ballot paper needs to be authorized in the organisation to cast a vote. If ballot papers are lost, duplicate ballot papers can be requested.</p> |  |
| <b>AOB</b>   | <p>There were no questions from the businesses.</p> <p>JM closed the meeting, and thanked everyone for attending.</p>   |  |