

**Minutes**

**Meeting:** West Chester Commercial BID Executive Board Meeting  
**Date:** 11<sup>th</sup> April 2024  
**Time:** 12:00pm – 1:30pm  
**Location:** Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Ann Rogers – Deva Designs (AR)
- Jenny Williams – Deva Designs (J)
- Lexa Farthing – Cheshire West Library Services (LF)
- Gill Williams – CWAC (GW)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)

**Apologies:**

- Chris Leicester – Sanctuary Housing (CL)
- Mary Murphy – Proximo (MM)
- Mark Diaper – Legat Owen (MD)
- Matthew Platt – Quadrant (MP)
- Cllr Sheila Little – Labour Councillor (SLi)

Agenda Item	Minutes	Actions
<p><b>Welcome and Introductions</b></p>	<p>JM welcomed all those present to the meeting.</p> <p>Apologies were received from CL, MD, MM, MP.</p> <p><b><u>Actions from the last meeting:</u></b></p> <ul style="list-style-type: none"> <li>• <u>GK to look at data protection when safety concerns are involved regarding the CCTV.</u> GK has not feedback on this. JH is happy to share information if the reg number is blurred. This can be provided to the police and cannot be shared otherwise. Coaches and lorries are also proving to be a problem again with parking. This can also be reported on the app.</li> <li>• <u>CCTV Comms Plan.</u> AG has pulled together a comms plan – awaiting information from LD for this to be progressed.</li> <li>• Groundwork’s Finance manager has looked at business insurance – in the bank account is just over £85k. Nobody covers amounts that are higher. It is unfeasible to move in to other accounts. JH advised to invest the money in to the BID and keep the bank account at around £85k or less.</li> <li>• GK is writing 3 tenders for Net Zero, Race to Zero, Carbon Reduction which will pan over West Chester, Winsford and Gadbrook Park. At the moment the BID does not need to spend any money until it is understood what the money will be used for.</li> <li>• <u>Invite John Dwyer to meeting regarding CCTV</u> – John or the new candidate will be invited once the results are in from the recent elections.</li> </ul>	<p>JH will discuss CCTV and safety issues and the legality of data protection.</p> <p>GW will speak with Highways and Parking regarding enforcement of coaches parking on race days and other popular days.</p> <p>AG to speak with LD again regarding information for Comms plan on CCTV.</p>

	<p>The minutes from the previous meeting were approved as a true and accurate record.</p>	<p>HS to invite John Dwyer to the next board meeting</p>
<p><b>Finances</b></p>	<p>JH presented the accounts – the BID is in a healthy position. £91k was brought forward from BID 1. £42k has been received from the BID levy so far. Another 50% will be invoiced in March/April this year and will come in to the bank account at the end of May.</p> <p>Income expected was £196k with £141k achieved so far. Expenditure so far is £53k out of a predicted £122k. Quite a bit of work to be done with the CCTV and ANPR system as well as the solar business park. There are a number of initiatives with Cheshire West where fund match is available.</p> <p>Training courses have proved to be extremely popular – H&amp;S courses have been introduced for this year and are fully booked. First Aid is also in demand – budget could be increased to add in new courses where there is demand. It was agreed by the board to increase the budget to £12k.</p> <p>Site is looking well kept at the moment – still a problem at Deva Designs with rubbish. AR would like to install bins on the estate. HS has met with Environmental Services to ask about installing bins – this was rejected. Environmental Services are looking at investing in digitalised bins – these are only collected once full. These are being put out for trial – waiting to see how the trials go. The issue has been flagged with Environmental Services. The BID would be happy to fund the bins with streetscene maintaining the bin. LF - could the BID not get a contract with BIFFA. BIFFA will only pick up industrial waste.</p> <p>HS – would like to install electronic speed signs. LF – this could be seen as a challenge for the boy racers. Could have one with no speed displayed. Could have electronic signs where the messages can be changed. HS and GW can speak with LD or Highways for the lighting column numbers.</p> <p>There were no further questions on the finances.</p>	<p>HS and GW have another meeting with Environmental Services to find out about the trial of the bins.</p> <p>HS to speak to 3 election candidates to ask what they are proposing to do regarding speeding.</p> <p>HS to look at electronic signage regarding power and where they can be placed. Look at what sort of sign. HS will provide costs.</p>
<p><b>Ann Retirement</b></p>	<p>Ann will be retiring shortly. Jenny from Deva Designs has agreed to join the board. It was voted unanimously to accept Jenny on to the board. JM thanked Ann for her time on the board and provided a bouquet of flowers from the BID to thank her for her contribution to the BID over the years.</p>	
<p><b>Project Updates</b></p>	<p><b><u>Encampments</u></b> Did not have any issues reported from businesses.</p> <p><b><u>Parking</u></b> Issue is ongoing – HS will continue to take photographs. JM – has anything progressed with the Park and Ride. It is a council asset – these are being reviewed. In discussions to develop the site. It is viewed as a surplus asset. Council has always said no to having this as a temporary car park. Blacon councillors have contacted people within the council regarding the matter. Companies are willing to purchase spaces for their staff.</p>	

	<p><b><u>Security</u></b> The BID put on extra patrols over the Easer break. HS is finding it difficult to get engagement from the police. AS – ask the candidates for the election if more bodies will be put on the beat in terms of policing. 3 reported crimes in January – 1 of which was on Sealand Road.</p> <p><b><u>Audits</u></b> HS visits businesses to ensure the audit area is well covered. Lights, potholes and signage is all recorded. New contractors are in doing the signage up by Paintwell. More plants will be planted once the weather is suitable. HS, GW and AG attended a meeting with Environmental Services. These meetings will continue. Reports will be tracked in terms of how effectively they have been resolved.</p> <p><b><u>Businesses</u></b> Some businesses have now closed down including Shftfwd, The Greener Group and Elite Flooring. Two new businesses have opened up – HS has met with these businesses.</p> <p><b><u>CCTV Workshops</u></b> CCTV workshop will be taking place in May for businesses. Awaiting info from LD.</p> <p><b><u>Net Zero and UK Shared Prosperity fund</u></b> A business on the quad has received a grant a few weeks ago. There are grant schemes available for solar panels. Groundwork do the energy audits.</p> <p><b><u>Connectivity</u></b> Businesses have been taking in work experience youngsters from Blacon High School. This is a good PR opportunity to promote work experience for other businesses on the estate.</p> <p><b><u>Training</u></b> Bootcamp can provide specialised training which is funded. BID training has proved exceptionally popular – 50 employees have taken up the offer with a saving to businesses of £12,750 over the past 12 months.</p> <p>HS asked if any questions. JM – would like individual log ins for businesses on the West Chester website so edits can be made to the Directory Listings.</p>	<p>HS will speak with Deva Designs regarding work experience to promote in the bulletin</p> <p>SL to speak with AG regarding individual log ons for businesses to edit their business directory</p>
<p><b>AOB</b></p>	<p>AS – chair of the Blacon History group. Idea is to get as many poppies out as possible. Poppies are around £5 each. Would like for businesses to sponsor a poppy and fund the poppy appeal. This goes directly to the Poppy Appeal. This will go out in the newsletter and send out emails – each company can individually sponsor. This is in conjunction with the Blacon History Group. Could have a Poppy Day with the businesses. These can go on lamp posts or other suitable structures.</p> <p>Looking to have white lines put on the junction by the Library. This has not been actioned. GW advised to submit this as a complaint.</p> <p>JM thanked Ann again for all her time on the board for the BID. JM thanked all for attending and closed the meeting.</p> <p><b>Date of next meeting: Thursday 11<sup>th</sup> July 2024</b></p>	<p>HS and SL to include information on the poppies in September in BID comms.</p>