

Minutes

Meeting: West Chester Commercial BID Executive Board Meeting
Date: 10th October 2024
Time: 12:00pm – 1:30pm
Location: Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Jenny Williams – Deva Designs (JW)
- Chris Leicester – Avenue Services (CL)
- Mary Murphy – Proximo (MM) (Via Teams)
- Mark Diaper – Legat Owen (MD)
- Elaine Thomas – Living Floors (ET)
- Lexa Farthing – Cheshire West Library Services (LF)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)

Apologies:

- Matthew Flack– Plan Ahead (MF)
- Gill Williams – CWAC (GW)
- Cllr Sheila Little – Labour Councillor (SLi)
- Carol Gahan – (CG)
- Jane Hough – Groundwork CLM (JH)

Agenda Item	Minutes	Actions
<p>Welcome and Introductions</p>	<p>JM welcomed all those present to the meeting.</p> <p>Those present introduced themselves.</p> <p>Apologies were received from MF and GW - MM has joined online.</p> <p><u>Actions from the last meeting:</u></p> <ul style="list-style-type: none"> • GW has not reported back regarding Coach Parking. • HS has sent out the comms plan from LD regarding CCTV. • AG is working on the wishlist for the PCC. • HS and GW have met regarding environmental services. It was felt there was not a need for bins on Sealand Industrial Estate. The estate is pretty well kept at present – only issue was BT not cutting the area on Bumpers Lane. • AS has been in touch with Karen Shaw in Cabinet regarding parking. AS has suggested looking at the possibility of opening the car park up and looking at a cheap way of running it. May be an app on a phone to pay. AS is waiting to hear back. • Sub-group of MP, KW and CL met as a sub-group regarding employment and linking up with education sectors. Main issue is to get businesses on board. Advertising campaign from a business perspective – how it has benefitted them and how it can be done. Will a budget be allocated for this project? Yes – this will come to the board to agree. 	<p>Action: GW to report back on coach parking</p> <p>Action: AG to compile wishlist for PCC.</p>

	<ul style="list-style-type: none"> • Emails have gone out regarding poppy sponsorship – HS will send another email regarding this • GK will pick up de-carbonisation in the next quarter – GK has met with a company from West Chester on a low carbon net zero training course. A company has accessed de-carbonisation grants. • Training course attendance – is not an issue – SL has spoken to businesses concerned and non-attendance is due to staff illness and workload. <p>The minutes from the previous meeting were approved as a true and accurate record.</p>	<p>Action: GK to report back on de-carbonisation.</p>
<p>Finances</p>	<p>GK shared the finances with the board.</p> <p>The money generated from the BID levy has been spent on the expenditure items – surplus from the project is similar to the carry forward from last year.</p> <p>CCTV system was a big investment – where else can investments be made to the benefit of the business park?</p> <p>Greener and sustainable – does the board have any idea of projects for the future? Board will think of suitable projects for future investment.</p> <p>The BID Levy collection rate is a high percentage.</p> <p>There were no further questions on the accounts.</p>	
<p>Project Updates</p>	<p>Security & Crime Update:</p> <ul style="list-style-type: none"> • Encampment had turned up on Dee View - this was reported. • Crime figures up to the month of July – has been a big drop from this time last year. Sealand Road is included for this – this is for information only. On West Chester business park there was 16 reported crimes, last year there was 78. <p>Estate Audits & Maintenance:</p> <ul style="list-style-type: none"> • HS has been conducting regular audits. • Fly-tipping has been an issue recently – HS is monitoring the situation and if there is fly-tipping businesses are to report it and also contact HS who will report. • Landscaping is still ongoing at Paintwell – monthly contract <p>Business Support:</p> <ul style="list-style-type: none"> • HS has visited Protos. Their service is cyber security. Could do a coffee morning inviting businesses on the estate to discuss cyber security. • HS would like to put on an AI Workshop for businesses to attend 	

	<ul style="list-style-type: none"> • LF – some stats were on Jupiter Drive relating to sexual violence – is this relating to lighting issues? There are residents on Jupiter Drive as well. Mulberry is now closed – has been refurbished and will re-open in April. <p>Audit and Action Plan</p> <ul style="list-style-type: none"> • Lines have been implemented • Potholes have been filled in • Double yellow lines – these are to slow the traffic down • Graffiti has been reported – this has been cleared • Overgrown area – HS reports this 3 times a year to come out to be tidied 	
<p style="text-align: center;">AOB</p>	<p>AGM – last AGM wasn't very well attended and it was a shame. MF would visit businesses and ask them to join the AGM. Asked if other board members could select 5 businesses and ask them to attend. Speakers need to be someone that businesses are willing to give up their time to listen to. Advertisement is key. CL asked if there are any press releases to the press? Could ask some businesses to speak on grants they have secured regarding Net Zero. Could do a business speed dating session speaking to other businesses. AGM could be an opportunity for businesses to speak to each other – Business Expo. Ask businesses who they would like to see at the AGM.</p> <p>Will send out a postal invite to businesses with the latest bulletin and a hard copy of the welcome pack.</p> <p>HS would like to see photos and bio of board members added to the website.</p> <p>BID members are often too busy to open emails – how can the BID encourage people to take part in the BID. Challenge is getting to the right person.</p> <p>Council has now banned banners.</p> <p>Looking at improving the website for the businesses – JM wants individual log ins for businesses so there can be an online forum.</p> <p>Proposal to update the website with a functional map and business directory – cost would be £1200. The board was unanimous in approving this project.</p> <p>JM thanked all for attending and closed the meeting.</p> <p>Date of next meeting: 23rd January 2024 – Obsidian Offices</p>	<p>Action: SL/HS to send out postal invite to AGM with latest bulletin and welcome pack (Jan 25)</p> <p>Action: SL/HS to get bios of board members to put on the website.</p>