

Minutes

Meeting: West Chester Commercial BID Executive Board Meeting
Date: 23rd January 2025
Time: 12:00pm – 1:30pm
Location: Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Matthew Flack– Plan Ahead (MF)
- Lexa Farthing – Cheshire West Library Services (LF)
- Gill Williams – CWAC (GW)
- Adam Gerrard – Groundwork CLM (AG)
- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)
- Paul Davison – AECOM (PD)

Apologies:

- Jane Hough – Groundwork CLM (JH)
- 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)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Carol Gahan – (CG)
- Cllr Sheila Little – Labour Councillor (SLi)

Agenda Item	Minutes	Actions
Welcome and Introductions	<p>JM welcomed all those present to the meeting.</p> <p>Apologies were received from MM, ET, CL, JW, MD, AS, CG and SLi.</p> <p><u>Actions from the last meeting:</u></p> <ul style="list-style-type: none"> • GW provided an update on coach parking – GW is still awaiting a response. • AG has compiled a wish-list for the PCC. The PCC would like the BID to joint fund PCOS or Police Officers. • GK is still to report back on de-carbonisation. <p>The minutes from the previous meeting were approved as a true and accurate record.</p>	<p>Action: GW to report back on coach parking once a response is recieved</p> <p>Action: GK to report back on de-carbonisation.</p>
AECOM Presentation	<p>Paul Davison from AECOM presented on freight opportunities. AECOM has been commissioned by CWAC to look at opportunities in the borough. Work is due to be completed by April 2025. PD explained the data identification and analysis. The next step will be a survey and one to ones (discussions over Teams). An evidence document will then be produced. Hopefully the views of employees will be reflected and actioned upon as HGV parking has been an issue on the estate</p>	

	<p>for some time. PD left surveys for board members to complete. The board thanked PD for his time.</p>	
<p>Finances</p>	<p>AG reported on the finances. £30k has been spent so far for Q1 in terms of expenditure. The carry over from the previous year was £97,092.</p> <p>£38,565 has been invoiced to CWAC for 24-25.</p> <p>The BID is due another payment in May for £53k. An anticipated reconciliation payment of £5-6k.</p> <p>MF asked what the collection levy percentage is? AG is not sure on the exact figure but is in the 90%. It is very good usually.</p> <p>When looking at the debtors ledger, after a few years it is usually the businesses that have gone in to liquidation that have not been paying.</p> <p>The board is happy for the training budget to be increased to £18k going forward as there is demand. AG – this will be reconfirmed at the start of each BID year so the board can make a decision based on funds available.</p> <p>The BID Team will manage no-shows to training courses going forward.</p> <p>There were no further questions.</p>	<p>Action: AG to update budget sheets to reflect 18k for training for this year.</p>
<p>Project Updates</p>	<p><u>Security & Crime Update:</u></p> <ul style="list-style-type: none"> • There have been 37 reported crimes • Parking officers do come and issue tickets to cars illegally parked – there are double yellow lines as B&M Group lobbied for this and consulted. • MF – would like to prepare a map. GW can speak with Kay Parry regarding double yellow lines. Similar has happened with double yellow lines at Winsford – all businesses had to agree to it and there was support from Nathan Pardoe. A Teams meeting with councillors can be held to discuss the issue. There needs to be a plan in place ready for the AGM. Cars and HGVs are creating a risk to life for many people. MF is happy to support this. AG – is there a budget to help assist with this to fast track the process? £10k to provide the ability to fast track any processes was agreed by the board. A separate meeting will be planned in with select businesses and the council to discuss. • Jupiter Drive – Probation Services are located here which could be reflected in the crime stats. MF – is there anything more the BID can do to help reduce these stats? MF asked if more signage could be installed? • GW – are the crimes on football days? HS will speak with the police to find out exactly what the incidents were. • LF would like to find out what the stats here are like compared with other estates. • LF – how clear is the signage for both pedestrians and cars? – HS – there are 40 signs up. There can be visual signage in the hotspot areas that emphasises this is a secure area with CCTV and Rapid Text Service. 	<p>ACTION: AG and HS to progress double yellow lines with CWAC</p> <p>Action: HS to look at larger signage options as deterrents regarding CCTV on site</p> <p>Action: HS to speak with the police to see when the incidents are occurring (if they are on football days)</p> <p>Action: HS to bring comparison stats for Winsford and Gadbrook Park to next meeting regarding crime</p>

