



Minutes

Meeting: West Chester Commercial BID Executive Board Meeting
Date: 10th July 2025
Time: 12:00pm – 2:00pm
Location: Obsidian Offices

- Jordi Morell - Obsidian Group (JM)
- Lexa Farthing – Cheshire West Library Services (LF)
- Elaine Thomas – Living Floors (ET)
- Mary Murphy – Proximo (MM) (MS Teams)
- Jenny Williams – Deva Designs (JW)
- Mark Diaper – Legat Owen (MD)
- Gill Williams – CWAC (GW)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork CLM (HS)
- Stephanie Leese – Groundwork CLM (SL)

Apologies:

- Chris Leicester – Avenue Services (CL)
- Matthew Flack– Plan Ahead (MF)

| Agenda Item | Minutes | Actions |
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| Welcome and Introductions | <p>LF welcomed all those present to the meeting.</p> <p>Apologies were received from MF and CL.</p> <p><u>Actions from the last meeting:</u></p> <ul style="list-style-type: none"> • JH will arrange a meeting with all three industrial BIDS with Dan Price. • HS has walked around the estate to look at black spots on Jupiter Drive. LD will send a proposal over to HS. • SL and HS have split up the BID areas for BID ambassadors for each section • HS has sent out options for signage for CCTV – HS will revise the warning sign and design to emphasise the CCTV aspect – “you are being recorded, do not commit a crime” is the ultimate message we want to send. BID logo is not needed – bigger CCTV camera image and less wording. • GK has shared the proposal document via email and sent to the board this morning. Board members will respond via email by Weds 16th July. GW – has GK put that offer forward for the Cheshire & Warrington Enterprise Skills Bootcamp? Outcomes and successes will be reported back to the board. • James Hargreaves have approached HS regarding a defibrillator. The board unanimously approved the purchase of a new defibrillator. | <p>Action: JH to arrange a meeting with Dan Price and the 3 chairs of Industrial BIDs.</p> <p>Action: HS to send out design of signage for CCTV to board for approval.</p> <p>Action: HS to purchase defib and register it.</p> |

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| | The minutes from the previous meeting were approved as a true and accurate record. | |
| Finances | <p>Projected BID levy was £101,688. Budget in year was £199, 379 against a forecast of £136,344. The BID is operating well within budget. Total spend up to Q3 of £69,475. The BID is still operating with a healthy surplus. JM – is the forecast annual or the quarter forecast? JH – it is annual. Need to change the budget heading to maintenance and monitoring of the CCTV.</p> <p>JM – is the BID liable for tax on the interest. JH – as a board, the BID has a separate bank account in the Groundwork bank accounts. JH will look in to this.</p> <p>There were no further questions.</p> | <p>Action: JH to change the budget heading to Maintenance & Monitoring of CCTV</p> <p>Action: JH will look whether the interest is liable for tax. JH to speak to Ruth.</p> |
| Project Updates | <p><u>Security & Crime Update:</u></p> <ul style="list-style-type: none"> • HS has walked the estate to look at black spots with cameras. Majority of crime is on Jupiter Drive. There is also a black spot for ANPR coming in from that exit. There have been 23 crimes on Jupiter Drive so far. The Probation Service don't tend to engage too much with HS. HS will speak to the police to understand further the incidents at Jupiter Drive. • It is very difficult to engage with the police for the BID. • Security Patrols are put on during holidays and bank holiday weekends. LF – do businesses feed back on the security patrols? HS – gets positive feedback and emails when the security is put in. HS – the security company have to report back to ensure they are doing the patrols properly. • Two requests for CCTV were received. <p><u>Green and Sustainable:</u></p> <ul style="list-style-type: none"> • HS has been handing out leaflets regarding grants for net zero. • There had been major roadworks on Knutsford Way due to gas pipes. Cadent has HS's details and will let him know in advance so HS can relay this to businesses. • HS has continued with audits on the estate. LF – there is a wall that has fallen over on to the footpath. • The annual maintenance of the entrance signs was completed • Landscape maintenance continues <p><u>Business Support:</u></p> <ul style="list-style-type: none"> • There are 3 new businesses on the estate including indoor paddle courts which will open in August. • HS spoke to the Living Well service – would they consider coming on to the industrial sites. • Training courses continue – cost saving to businesses is just over £24,000. | <p>Action: HS to speak with Cheshire Police regarding the crime stats on Jupiter Drive</p> <p>Action: SL to compile a survey to send out to BID members regarding BID services (annual survey)</p> <p>Action: HS to investigate fallen wall</p> |

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| | <ul style="list-style-type: none">• LF – fed back on the menopause sessions and wellness sessions with Catherine Pearson which were excellent. <p>There were no further questions.</p> | |
| AOB | <p>Sub-group has been set up regarding apprenticeships – a video will be produced.</p> <p>A video will be produced regarding the CCTV. JM – AI produced a video for \$40 at a recent event he attended.</p> <p>JH – would look to do a BIDs summit for all 3 industrial BIDs. Majoral Reform could be a topic.</p> <p>JM – would the BID quiz progress? HS will speak with businesses to judge an interest.</p> <p>LF – should there be a separate action group to focus on parking? Need to have more conversation regarding parking. CWAC didn’t want to open up parking on the park and ride and will not do so in the future.</p> <p>MD – what does the football club charge for parking? HS - They won’t open it up as the bikes use the car park. JM – when sending out transport survey tell BID members why it is important to fill in the survey – encourage them to feedback specifically and submit photos. GW suggested a transport consultant to analyse what can be done.</p> <p>LF thanked all for attending and closed the meeting.</p> <p>Date of next meeting: Thursday 9th October 2025 – 12pm. Obsidian Offices.</p> | <p>Action: HS to establish if there is an interest in an estate quiz night with businesses</p> <p>Action: HS to re-send out consultation for the strategy with very simple explanations as to why businesses need to complete it.</p> |