

## Minutes

**Meeting:** West Chester Commercial BID Executive Board Meeting  
**Date:** 22<sup>nd</sup> January 2026  
**Time:** 12:00pm – 2:00pm  
**Location:** Obsidian Offices

- Matthew Flack– Plan Ahead (MF) - CHAIR
- Jordi Morell - Obsidian Group (JM)
- Chris Leicester – Avenue Services (CL)
- Mark Diaper – Legat Owen (MD)
- Lexa Farthing – Cheshire West Library Services (LF)
- Jenny Williams – Deva Designs (JW)
- Elaine Thomas – Living Floors (ET)
- 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)
- Rachel Thomas – Blacon High School (RT)
- Danny Hughes – Blacon High School (DH)

### Apologies:

- Mary Murphy – Proximo (MM)

| Agenda Item                             | Minutes  | Actions   |
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| <p><b>Welcome and Introductions</b></p> | <p>MF welcomed all those present to the meeting and thanked all for attending.</p> <p>Apologies were received from MM.</p> <p><b><u>Actions from the last meeting:</u></b></p> <ul style="list-style-type: none"> <li>• JH to arrange a meeting with Dan Price – this has become redundant due to the devolution process as there won't be PCCs. The combined authority is being set up in terms of governance. The mayor won't come in to position until May 2027. A chief Executive has been appointed and a press release will be issued. The Chief Executive will appoint a growth director and other senior positions. Business Advisory Board have advised projects that do come through need to be tangible.</li> <li>• Creating a communications document for businesses is difficult – JH advised to direct businesses to the devolution website. HS – the link to the website is already on the BID website.</li> <li>• HS met with Cheshire Police on the estate with Calder Lead as well due to them having an incident. The meeting was productive and CCTV &amp; ANPR was discussed – the police are now aware it is available to them. There have been 5 incidents where the CCTV footage has helped in cases with the police.</li> </ul> | <p><b>Action:</b> HS to send businesses the link to the devolution website via the next bulletin and via email.</p> |

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|                               | <ul style="list-style-type: none"> <li>• HS has sent out the information regarding parking at the church and has sent JH and AG the proposal to Onetek regarding CCTV.</li> <li>• HS – has received the new quote from Onetek which includes individual pricing for cameras. Most of the crime incidents happen at Jupiter Drive. MF has contacts to install a post as the CCTV camera cannot be installed on the current lamp posts.</li> <li>• MF has not yet spoken to Onetek regarding untaxed vehicles and getting them removed legally. JH thinks the company needs to be authorised by the local authority if it is on public land. MF – we will follow due process.</li> <li>• MF will email GW regarding availability for a meeting with HS, GW, MF and Highways. GW has put the issue on CWAC departments radars.</li> </ul> <p><b>The minutes from the previous meeting were approved as a true and accurate record.</b></p>   | <p><b>Action:</b> HS to get a quote for a post, CCTV camera and ANPR Camera. HS to speak to MF regarding post installation.</p> <p><b>Action:</b> MF will draft a proposal regarding untaxed vehicles and Ontek’s technology.</p> <p><b>Action:</b> HS to arrange meeting with Highways, GW, HS and MF.</p> |
| <p><b>Finances</b></p>        | <p>JH – There is a forecast budget of £195,000 for the year. The annual expenditure budget for the year is £143k. There is £121,492 of committed expenditure – the BID is within budget.</p> <p>MF – is the BID utilising the surplus from the first BID term? JH – yes.</p> <p>For BID 3 – need to look at what the costs will be and match this up with the income and assess whether there needs to be an increase in the levy to cover any increases in cost. When it is available, JH will request the 2026 rates data and use this to do financial modelling.</p> <p>ET – need to be conscious that retail relief may be going and a BID levy increase on the back of this may not be well received. JH – the draft business plan will be sense checked with businesses to ensure they will be getting a return on their investment.</p> <p>£1,750 is the highest and £199 is the lowest BID band. The modelling also looks at the BID area and any exclusions.</p> <p>There were no further questions on the finances.</p> | <p><b>Action:</b> JH to conduct an analysis on what businesses are currently paying and look at the banding systems.</p>  |
| <p><b>Project Updates</b></p> | <p><b><u>Security &amp; Crime:</u></b></p> <ul style="list-style-type: none"> <li>• 54 crimes were reported on the estate between January and October. Jupiter Drive represented 34 of the crimes.</li> <li>• The CCTV and ANPR achievements will be reported in the next bulletin.</li> <li>• The homeless at Jupiter Drive have now been moved and the litter cleaned up.</li> </ul> <p><b><u>Business Support:</u></b></p> <ul style="list-style-type: none"> <li>• Online mental health sessions went out to businesses. Cheshire Fire &amp; Rescue Service will be hosting a session on Fire Audits in spring. There will be a Fire Safety online webinar in February.</li> </ul>  |   |

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|   | <ul style="list-style-type: none"> <li>JH – there is a lack of public transport for key employment sites.</li> </ul> <p>SL – is the board happy with the training budget being £18k for each year for the remainder of the BID term? The board agreed to have £18k as the minimum budget for training for each year of the BID term.</p> <p>MF would like to see which businesses have used the training courses and their rateable value.</p>   | <p><b>Action:</b> SL to compile list of businesses who have utilised training and their RV (if possible).</p>  |
| <p><b>Mid Term BID survey results</b></p> | <p>SL went through the results from the mid-term BID survey. The responses were overwhelmingly positive in favour of the BID – the only issues were lack of communication regarding leases with the council and issues outside of the BID remit such as potholes on the road. HS will continue to log and report and pot holes.</p> <p>There was an ask for an increase in floral planting, litter picking and seating areas – this is something the BID can provide. LF – it would be a good idea at future AGMs and for BID 3 Proposal Documents to have a “you said, we did” feature.</p> <p>The BID could provide hanging baskets as a starter on the lamp posts with watering throughout the summer. HS will get a cost for installation, planting and watering costs.</p> <p>HS and SL will look in to litter picking on the estate.</p> <p>Seating areas and additional floral planting will be part of a longer term landscape plan.</p> | <p><b>Action:</b> SL to share the results and actions of the survey at future AGMs – in terms of a “you said - we did”.</p> <p><b>Action:</b> HS to get a quote for installation, planting, watering, and taking down of hanging baskets for the summer.</p> <p><b>Action:</b> HS and SL to look in to litter picking on the estate.</p> |
| <p><b>BID 3 Development Proposal</b></p>  | <p>JH has sent out the BID 3 Proposal to the board. The work that needs to be done will be over a 12 month period in terms of meeting all the regulations. The project will be started in May through to a ballot in July 2027. The board will digest the proposal and then will email in terms of approval in the next 14 days. MD – in principal MD is happy to approve. CL is happy with the proposal as is JW and JM.</p>  | <p><b>Action:</b> The board will email JH in terms of approval of the BID 3 proposal.</p>  |
| <p><b>BID Ambassadors</b></p>             | <p>MF will share the points with SL of what the BID ambassador role should entail. SL shared the ambassador section map with the board – the estate has been split in to 10 colour coded sections. The aim will be to have defibrillators accessible on all 10 sections. Board members are happy to be BID ambassadors for their respective areas. SL will match those who responded on the survey and HS will visit.</p>  | <p><b>Action:</b> MF to share with SL the description of the BID ambassador</p>  |
| <p><b>Pride in Place</b></p>              | <p>AS – the MP and the government have £20mil over the next 10 years to be put in to Blacon. The decision will come down to a Blacon Board. Currently looking for a Chair of that board who will then choose who sits on the board. This is made up of Blacon residents who will decide how the money is spent. JH – Pride of Place board shouldn’t just be made up of one community – JH would like to see local businesses on the board. AS will push for a local business representative to be on the board as well as schools.</p>   |  |
| <p><b>Blacon High School</b></p>          | <p>RT – has worked with a lot of the parents and students. Over the past few years the High School have made great connections with businesses however 70% of students are not reached. Blacon High School would like awareness of what businesses do and opportunities for work experience. The school would like a</p>   |  |

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|                   | <p>bank of placements – currently the students have to find the placements themselves. The High School would like to see businesses come in to the school to explain the types of jobs available, what businesses look for when hiring, what students need to achieve and the skills they need for their career development, with Q&amp;A sessions. There is a careers fair planned for June – Blacon High School would like businesses to attend. The school would like a buy in from the local businesses. GW - Enterprise are training businesses on how to do this and are creating a template on what to expect and what a day would look like. MF – there needs to be less barriers for businesses. Most businesses would like jobs for students by the end of it.</p> | <p><b>Action:</b> SL to email businesses regarding Blacon High School links</p> |
| <p><b>AOB</b></p> | <p>AGM is programmed for the 26<sup>th</sup> March. MF would like to see ambassadors ready to encourage people to come to the AGM.</p> <p>There was no AOB.</p> <p>MF thanked all for attending and closed the meeting.</p> <p><b>Date of next meeting:– Thursday 16<sup>th</sup> April 12pm. Obsidian Offices.</b></p>  |   |