

Minutes

Meeting: West Chester Commercial BID Executive Board Meeting
Date: 9th October 2025
Time: 12:00pm – 2:00pm
Location: Obsidian Offices

- Matthew Flack– Plan Ahead (MF) - CHAIR
- Jordi Morell - Obsidian Group (JM)
- Lexa Farthing – Cheshire West Library Services (LF)
- Mary Murphy – Proximo (MM)
- Jenny Williams – Deva Designs (JW)
- Gill Williams – CWAC (GW)
- Cllr Alan Smith – Blacon Labour Councillor (AS)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork CLM (HS)

Apologies:

- Chris Leicester – Avenue Services (CL)
- Elaine Thomas – Living Floors (ET)
- Mark Diaper – Legat Owen (MD)
- Stephanie Leese – Groundwork CLM (SL)

Agenda Item	Minutes	Actions
<p>Welcome and Introductions</p>	<p>MF welcomed all those present to the meeting.</p> <p>Apologies were received from ET, CL, MD & SL.</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 at a BID summit. Dan Price has been focused on Devolution. Over the next 12 months will become a combined authority – mayor will be in place in 2027. MF would like JH to share what devolution means for businesses. May be a business event for businesses looking at devolution planned. • HS has sent out the designs for the CCTV signage and they have been installed. Additional signs will be installed in all the BID areas. • Currently waiting on the new defib. Will look at getting one at Dee View as well so all BID areas are covered. Will look at having a defib map for the estate. • JH has changed the budget heading on the sheet. • JH - as a charity – interest is not subject to tax. • HS is meeting with Cheshire Police on the estate on Monday. • SL has compiled the mid-term BID survey for businesses. • The fallen wall has now been fixed. 	<p>Action: JH to arrange a meeting with Dan Price and the 3 chairs of Industrial BIDs.</p> <p>Action: JH to prepare communication for businesses as to what devolution will mean for them in terms of benefits.</p> <p>Action: HS to feedback on the meeting with Cheshire Police to the board</p>

	<ul style="list-style-type: none"> • HS has looked at interest for a quiz – has been positive and a quiz will be organised in 2026. • HS sent out the transport strategy to businesses. <p>JH attended a stakeholders meeting in Chester – would like to see the business park become more involved in this and represented.</p> <p>Feasibility study can look in to whether the Retail Park could be included in BID 3. Would establish the additional income, as well as the position on the BID ballot. Businesses not included in the BID area could be “friends of the BID”.</p> <p>The minutes from the previous meeting were approved as a true and accurate record.</p>	
<p>Finances</p>	<p>JH - everything is operating in budget. Forecasted income for the year is £199,958 with a budget of £110,179.</p> <p>Need to be mindful of increase in national minimum wage going forward as well as the monitoring of the CCTV as the numbers of cameras have increased. Operating with a healthy surplus at present.</p> <p>There were no further questions on the finances.</p>	
<p>Project Updates</p>	<p><u>Security & Crime:</u></p> <ul style="list-style-type: none"> • Issue with parking near Chantry Court. Advisory notices were given out to offending vehicles and staff and businesses have been spoken to. HS cannot understand why the park and ride cannot be opened to alleviate parking issues – CWAC have it closed in case travellers turn up, however they just park up on the estate instead. CWAC have also closed the car park due to uncertainty for its use in the future and not wanting people to get used to it being a car park. There is parking on Park West for £2 a day. • HS shared the crime stats for the estate and business park. • 36 reported crimes and 26 are on Jupiter Drive which is an issue in terms of crimes reported. A new ANPR Camera would be £9,726, for a new CCTV camera and lamppost it would be £11,124. It would also be £80 a month for each in terms of maintenance. MF - could we get concrete bollards to block the lane off? • HS has walked around the estate with Onetek to look at additional cameras as per the action from Jan 25. Total CCTV camera proposal from Onetek is £66k to cover blackspots. MF would like to establish which cameras are essential and which ones are nice to have. Would be sensible to install cameras in the blackspots if it is a crime hotspot. JH – asked if a detailed analysis had been done on the offences committed? • MF – by linking Onetek with other organisations, can legally remove untaxed cars via the technology. The cameras will identify untaxed vehicles and mobilise the organisations that can deal with those cars. JH – this needs a conversation with Highways. • MF – is a blackspot at VW as the other cameras are too far away. The issue with enforcement is that tickets are not given out. Vehicles are unloading which is causing problems. Can the BID part fund double 	<p>Action: HS to re-share that parking is available at Park West for £2 a day in the next bulletin and via email.</p> <p>Action: HS to forward the Onetek quote for CCTV cameras to JH.</p> <p>Action: HS to ask for new proposal off Onetek based on the priority cameras and ongoing maintenance costs of them.</p> <p>Action: JH/AG to analyse proposal from Onetek against budgets and surplus along with an analysis of ongoing maintenance/monitoring costs</p>

yellow lines which come up on top of the curb and also on the road (two sets of lines). HS will set up a meeting with MF and Highways to see if the BID can assist in terms of escalating the double yellow lines and potential funding. HS – how will this be enforced? MF – lorry drivers will not want to park on double yellow lines.

- MF - Cameras A, F & G on the proposal are a yes as a necessity. ANPR cameras on Bumpers Lane and Sovereign Way are possible options for future funding. JH this needs a new proposal including the maintenance costs going forward before anything is agreed. HS will get a proposal for costs for cameras A, F & G initially. HS will get a second proposal for the ANPR cameras on Bumpers Lane and Sovereign Way. The proposal will need to include maintenance costs going forward as well.
- Broadband – MF does not want to pay extortionate lease line costs for broadband. Onetek would like to fibre the estate. From the BID perspective - could introduce Onetek to the businesses. The BID would not be funding this.

Green and Sustainable:

- Smart Energy Networks study – MF - this looks to be aimed at larger businesses that should look in to it first themselves. JH – these businesses can't do this scale of work in isolation and it needs to be done in collaboration – would be a challenge for businesses to do this themselves.
- The support package will enable the Industrial Estate to promote itself as a green business park.

Business Support:

- The video will be going ahead for apprenticeships.
- Security video – needs to include promotion of the BID – ie BID has funded this investment into security for businesses, this is what the BID has done, and when you get to the estate, this is what you can expect.

Action: MF will draft a proposal regarding untaxed vehicles and Ontek's technology. JH will speak to Highways.

Action: HS to set up a meeting with MF and Highways regarding double yellow lines.

AOB

- GW - Pride in Place – looking at wider geography - £2mil a year's worth of funding.
- British BIDs would like to see BIDs interacting more with communities.
- Deva Designs will send in a story for the bulletin regarding Christmas.

MF thanked all for attending and closed the meeting.

Date of next meeting: Thursday 22nd January 2026 – 12pm. Obsidian Offices.