

Reference: SB/B/F/038 Issue 1 Date: Dec 12 Type: Form

## Minutes

**Meeting:** Winsford I-5 Executive Board Meeting  
**Date:** 16<sup>th</sup> November 2012  
**Time:** 12.00 – 14.00  
**Location:** Groundwork Cheshire, Yarwoods Arm, Northwich

- Pete Price (Chairman)
- Shaun Hardman (Iveco)
- Mike Kelly (Groundwork Cheshire)
- Gill Williams (Cheshire West and Chester Council)
- Jane Hough (Groundwork Cheshire)
- Greville Kelly (Groundwork Cheshire)

### Apologies

- Jordan Kennedy (Patrick Properties)
- Richard Robbins (Euro Lab Supplies)
- Dharma Nurse (Ruck Ltd) – Observer
- Lisa Lyons (Briggs & Stratton) – Observer

Agenda Item	Minutes	Actions
<p><b>Approval of minutes from last meeting and matters arising</b></p>	<p>Approvals of the minutes from the last meeting were received by the Board as a true and accurate record. Apologies were received from Jordan Kennedy, Richard Robbins, Dharma Nurse and Lisa Lyons.</p> <p>It was noted that the meeting was not quorate.</p> <p>Matters arising and outstanding actions from the last meeting: c/fwd from last meeting</p> <p><b>Agenda Items requiring attention</b></p> <ul style="list-style-type: none"> <li>• GW informed the meeting that a small percentage of census information was now available. GW agreed to share this with JH to discuss at the next Executive Board Meeting.</li> </ul>	<p>GW to email JH with details</p>
<p><b>Payment of BID monies/Finances</b></p>	<p>JH was still awaiting a fee proposal from Turley Associates for supporting the group through the Travelling Showman residential site through the planning process. JH to speak to Turleys and request the proposal asap.</p> <p>The BID has spent £40,062 to the end of quarter 2, with an accrual of £3,450 for training courses delivered not yet invoiced over the year. The BID levy outstanding debt stands at £8,885 for 2009-2012. £9,655 remains outstanding for the current year. CWaC business rates team continue to chase outstanding debts.</p> <p>The Quarterly claim was shared with the Board; the BID is operating within the 2012/2013 budget.</p>	<p>JH to speak to Andrew Bickerdike from Turley Associates</p>

**Projects Update**

JH shared the Projects update report with the Board.

MK provided the meeting with a quote for the bulb planting scheme at the Southern Entrance to the Estate. MK explained that the time for planting was tight and the contractor could start the works over the coming weekend if the Board approved the quotation. Approval was granted to proceed with the scheme.

JH provided the board with a video presentation on Winsford Town, produced by Cheshire Media Academy – video can be viewed at <http://www.cheshiremedia.org/gallery/video-gallery/1347877124/>.

JH requested the board consider the Academy produce a video about Winsford Industrial Estate, which could be viewed on the website and linked to social media. The cost to produce would be £750. SH requested that companies could pay a nominal fee to have their company details included.

Following a detailed discussion on the Winsford CCTV System and general security measures it was agreed that MK would conduct an audit of the Estate with Inspector Snasdell, based on the outcome of the audit recommendations would be made to the Winsford 1-5 Executive Board, these recommendations could include additional security signage, additional CCTV cameras across the Estate, individual building audits

It was also agreed to hold a pre-xmas crime prevention event for businesses on the Estate.

The mobile security service was discussed and recommendations were made for the service to start Friday 6pm 21<sup>st</sup> December through to 6am Tuesday 2<sup>nd</sup> January 13

GK provided the meeting with an overview of the development and implementation of the Winsford CCTV project since 2009. The supplier has obligated to providing a reduction in the overall project costs of £7,500 on a spend of approx. £30k. It was deemed necessary to obtain professional advice on whether to proceed to legal on this case.

PP requested that a full review take place on the Winsford Website, the Board have raised a number of concerns in meetings regarding the practicality of using the business directory, job vacancy listings and the marketplace. JH agreed to meet with Nicola Dufty and Ben Goodwin at Profile Communications to discuss the issues/concerns.

Following a previous meeting where a discussion took place about a skills shortage in local employees GW had spoken to the Skills and Learning Dept at CWaC who had contacted both CSS and Britton Taco. It was also agreed that the Winsford 1-5 would conduct a survey in partnership with the Winsford Locality Board to establish business future needs in employing good quality local employees in the future.

Five businesses have joined the Joint Waste Management Scheme in the quarter. It was agreed that the Joint Waste Management Scheme for the

JH to contact Cheshire Media Academy to discuss the project in further detail.

MK to arrange pre-xmas event and audit with Insp Snasdell

MK to arrange security provision

JH to provide contract paperwork to Moss and Haselhurst solicitors for review.

JH to arrange meeting with Profile Communications.

JH to conduct the survey through the online software Survey Monkey

MK to arrange for the Waste Management Scheme Flyer to be included inside the bulletin for

	<p>Estate would be promoted through the Estate Bulletin in January 2013.</p> <p>The Skills Junction has made an approach to the Winsford 1-5 Group for £250 sponsorship to their local annual awards. A discussion took place and it was agreed that the board had reached its allocation of sponsorship for the current financial year. Organisations supported are St Luke's Hospice, The Winsford Town Mayors Oscars and the Winsford Beer Festival.</p> <p>PP provided the meeting with an update on the Travelling Showman Proposal. No planning application had been submitted at present, it was envisaged this would happen at the end of November 2012. A detailed discussion took place and a number of actions were agreed.</p>	<p>distribution in January 2013</p> <p>PP to write to Jeremy Owen for a detailed update and provide an update on business activity around the site.</p> <p>GW to contact Anthony Hodge and request the Noise Survey findings</p> <p>JH to ask Profile Communication to start on the 3 case studies</p>
<b>Estate Managers Report</b>	<p>See attached Report.</p> <p>MK informed the board that the Gadbrook Park BID Exec Board were considering installing a defibrillator at the Café on Gadbrook Park and would the Winsford Executive Board like to consider the same. The Board agreed for MK to check what sites have a defibrillator on site.</p>	<p>MK to check with Winsford Businesses</p>
<b>AOB</b>	<p>Following a request by Naomi Bates to review the cycle lanes on Winsford Industrial Estate, it was agreed that this action could be focused on with the Winsford Locality Board through the survey that was going to be conducted with the businesses.</p> <p>PP asked JH to provide other board members not in attendance for their approval of the actions that were agreed in the meeting</p>	<p>JH to provide Board Members with a summary of actions agreed from the meeting</p>

**Date and Location of next meetings:**

**Winsford 1-5 Executive Board Meeting – Friday 1<sup>st</sup> February 2013 – Ruck Limited**  
**Winsford 1-5 Group Meeting – Friday 8<sup>th</sup> February 2013 – Wharton Conservative Club**