

Agenda

Meeting: Winsford I-5 Executive Group Meeting – Friday 20th July 2012

Time: 12.00pm – 2.00pm

Location: Iveco, Road One, Winsford Industrial Estate

- | | |
|----------------------------------------------------|----------|
| 1. Welcome | PP |
| 2. Approval of Minutes of last meeting and actions | PP |
| 3. Payment of BID Monies Update | JH |
| 4. Road One – Traveller Site Proposal - Update | PP/JH/MK |
| 5. Employee Incentive Scheme | PP/JH |
| 6. Waste Management Study – Phase 2 | |
| 7. Format of General Meetings | |
| 8. A.O.B. | |
| • Date of next meetings | |

Minutes

Meeting: Winsford I-5 Executive Group Meeting
Date: 20th July 2012
Time: 12.00 – 14.00
Location: Iveco, Road One, Winsford Industrial Estate

- Pete Price (Chairman)
- George Ralston (STM)
- Liz Urwin (Britton Taco)
- Syd Williams (CSS Ltd)
- Shaun Hardman (Iveco)
- Mike Kelly (Groundwork Cheshire)
- Gill Williams (Cheshire West and Chester Council)
- Jane Hough (Groundwork Cheshire)

Apologies

- Greville Kelly (Groundwork Cheshire)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and matters arising	<p>Approvals of the minutes from the last meeting were approved by the Board as a true and accurate record. Apologies were received from Greville Kelly.</p> <p>Matters arising and outstanding actions from the last meeting: c/fwd from last meeting Agenda Items requiring attention</p> <ul style="list-style-type: none"> • IP informed the meeting that the Census 2011 information would become available in 2012. 	<p>GW confirmed that some data was available. GW to investigate further and report back at the next Board meeting</p>
Agenda Item	Minutes	Actions
Payment of BID monies/Finances	<p>JH presented the quarterly claim for 2012/2013, a discussion took place regarding allocation of additional budget for the Fighting Fund. It was agreed that once the Showman Application had been submitted a further budget should be considered for professional support from Turley Associates, which would be allocated from the surplus from previous years.</p> <p>CWaC Business Rates Team has now released £10,000 of income which was held over to cover to bad debt provision.</p>	<p>JH to add to Agenda for the next Executive Board Meeting.</p>
Projects Update	<p>JH shared the Projects update report with the Board.</p> <p>The Board agreed for MK to look into and source quotes for a bulb planting scheme at the Southern End of Road One.</p> <p>The Board congratulated MK on the success of the Business Expo, very well attended event, both by businesses on the Estate and businesses in</p>	<p>MK to obtain a quote</p>

	<p>other areas of Cheshire. The board agreed to run this event again in 2013.</p> <p>JH requested the Board give consideration for Cheshire Media Academy to create a video of the Estate, which would be displayed on the website to attract inward investors. The Board requested Cheshire Media Academy to provide some case studies of their work, before any budget was allocated for the project.</p> <p>JH provided the Board with an update on the Winsford Industrial Estate CCTV system. Onetek have advised that the camera at the Southern Entrance on Road One requires moving to achieve optimum viewing. The Board agreed to move the camera. In addition advice had been provided by Alpha Omega that there is currently a blind spot around Road Five. The Board agreed to review this later in the year.</p> <p>PP & LU raised concerns around the Business Directory and the Job Vacancy areas of the website. LU reported that trying to use these areas was proving difficult. JH agreed to look into this and report back.</p> <p>PP again discussed the format of Executive Board and Group Meetings. A discussion took place and it was agreed that the Group Meetings should be reduced to 2 per year. Executive Board meetings will remain at a minimum of 4 per year.</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 in September 2012.</p> <p>SW raised the issue regarding a shortage/skills gap in Electricians and Engineers in the area. LU stated that the Apprentice/Training schemes were not currently at the level required by Britton Taco.</p> <p>A paper promoting the Joint Waste Management Scheme was shared with the Board. It was agreed that this scheme should be promoted to all businesses on the Estate and monitor take up on a quarterly basis.</p>	<p>JH to contact CMA and request case studies</p> <p>JH to instruct Onetek to move the camera at the Southern Entrance to the Estate.</p> <p>JH to discuss with the BID team and Profile Communications.</p> <p>GW agreed to speak to the Skills and Learning Team at CWaC</p> <p>MK to distribute through email</p>
Estate Managers Report	<p>See attached Report</p> <p>MK informed the Board that Dave Harrison from Henkel had left the organisation earlier in the year and would like to thank Dave for all his hard work as an Executive Board member since the inception of the BID and taking up particular responsibility for Security. MK suggested that the Board should consider taking Dave Harrison out for lunch. The Board agreed.</p>	<p>MK to arrange a convenient date for lunch.</p>
AOB	<p>Shaun Hardman was asked if he would like to become a member of the Winsford I-5 Executive Board. SH confirmed he was, a vote took place, the decision was unanimous.</p>	

Date and Location of next meetings:

Winsford I-5 Annual General Meeting – Friday 18th October 2012 – Ruck Limited
Winsford I-5 Executive Board Meeting – Friday 16th November 2012 – Groundwork Cheshire

Project updates report – July 2012

Finances – 2012/2013

- The 2011/2012 accounts have now been finalised with Murray Smith Chartered Accountants. The BID has a surplus of £31,184 to be carried forward to the current financial year 2012/2013.
- Following a review of the finances the BID has a budget of £91,063 for the current year; the BID has spent £23,424 in quarter 1.
- The BID levy outstanding debt stands at £9,669 for 2009-2012. £26,229 remains outstanding for the current year. CWaC business rates team continue to chase outstanding debts and there is no intention to write off any bad debt at this stage.

Projects update – BID 2 2011-2016

Theme One

Sustainable, Supported and Promoted Estate

Image

- Consideration to be given to a bulb planting scheme at the entrance to the Southern end of the Estate in Autumn 2012
- MK reviewed the need for a public phone box on Road 2, once the BT consultation process has been complete, consideration to be given to a soft landscape project

Employee Incentive Scheme

- Brio Leisure is in the process of providing Winsford Industrial Estate Employees a “7 day” free taster at any one of their leisure complexes in Cheshire West and Chester Council. Posters should be received over the next week

Business Expo

- Winsford and Rural East Partnership Board have expressed that they would provide some funding if this was to become an annual event

Winsford Town Mayors Oscars

- The Winsford I-5 Business Environment Group sponsored the Winsford Town Mayors Oscars, a very well attended event. PP & JH represented the business community

Partnerships

- Winsford Town Council have requested MK be involved with the Winsford Neighbourhood Plan consultation, which could see CWaC release further land on Road One, Winsford Industrial Estate.
- Winsford Area Partnership Manager has made an offer to Winsford Industrial Estate to hold a open forum meeting at Wyvern House with Winsford Town Councillors

The UK's First Industrial Estate Business Improvement District

Theme Two

Secure and Safe Trading Environment

CCTV System

- Consideration to be given to moving the camera from the lamp post at the Southern Entrance to the estate to provide better connectivity and an additional camera at the entrance to Road Five.

Theme Three

Training, Knowledge and Skills

Training & Seminars

Courses delivered in Quarter I

- One day Emergency First Aid at Work Course, 27th June 2012 – 12 candidates
- Three day First Aid course, 25-27th April 2012- 12 candidates
- Half day CIEH Manual Handling course, 2nd May 2012 – 12 candidates
- Half day DSE & Fire Assessment Course, 13th June 2012 – 8 candidates

The UK's First Industrial Estate Business Improvement District

Support by:



Managing Agent:

