

## Minutes

**Meeting:** Winsford 1-5 Executive Group Meeting  
**Date:** 21<sup>st</sup> October 2011  
**Time:** 12.00 – 14.00  
**Location:** Henkel Consumer Adhesives, Road Five, Winsford Industrial Estate

- Gary Chester (Chairman)
- Greville Kelly (Groundwork)
- Jane Hough (Principal Project Manager, Groundwork)
- Gill Williams (Cheshire West and Chester Council)
- David Harrison (Henkel)
- Mike Kelly (Estate Manager, Groundwork)
- Pete Price (Office Essentials)

### Apologies

- Howard Luther – (Post and Column Company)
- Iain Paton – (Cheshire West and Chester Council)
- Lucie Riley (VKR Logistics)
- John Roberts (Iveco)
- Graham Howarth (Office Link)

Agenda Item	Minutes	Actions
<p><b>Presentation of the Waste Management Phase 2 Study</b></p> <p><b>Approval of minutes from last meeting and matters arising</b></p>	<p>Phil Hill – Groundwork Cheshire presented the report from phase 2 of the Waste Management Study, a detailed discussion took place on how to progress the project and a number of actions agreed</p> <ul style="list-style-type: none"> <li>• GC to make contact with Jiffy to discuss a collection partnership with CLIC</li> <li>• PH to produce a Gant Chart showing company details and contract arrangements</li> <li>• CLIC to produce a one page summary</li> </ul> <p>Minutes of the last meeting were agreed as an accurate record.            Apologies were received from Howard Luther, Lucie Riley, John Roberts, Iain Paton and Graham Howarth.</p> <p>Matters arising and outstanding actions from the last meeting:            c/fwd from last meeting</p> <ul style="list-style-type: none"> <li>• IP informed the meeting that the Census 2011 information would become available in 2012.</li> <li>• BT Broadband- MK has made contact with CWaC and BT regarding the issues with fibre optic. MK informed the meeting that Onetek had provided an alternative solution for several businesses across the estate and the feedback had been excellent</li> <li>• Image of CWaC owned buildings</li> </ul>	<p>IP to forward to JH as soon as stats become available            MK to continue lobbying Tony Lazinski to undertake general landscape/image repairs works</p>

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	<ul style="list-style-type: none"> <li> <p>• <b>Travelling Showman site – Proposal</b> GC provided the board with an update on the report from Turley Associates, the meeting with Cllr Mike Jones (Lead Councillor) and subsequent report from Turley’s, a discussion took place around the recommendations made by AB, following the discussions it was agreed that the Group would work with CWaC to ensure that any plans proposed for the site would be in the best interests of Winsford Industrial Estate.</p> </li> <li> <p>• <b>Security Proposal</b> JH provided the board with an update on the issues that had been experienced by MK regarding the mobile security contract. JH is confident that the issues experienced have been addressed and a positive way forward had been agreed. JH requested approval from the board to continue with the nominated mobile security provider. The board agreed for the existing security provider to operate the xmas and new year bank holiday period and review the contract throughout this period.</p> </li> <li> <p>• <b>Illegal Traveller Encampment protocol</b> DH &amp; JH had met with Select Security Services to discuss an Illegal Traveller Encampment proposal. SSS had provided a proposal, however further discussions are required around response times. Dawn Taylor-Gypsy/Traveller liaison officer has provided a protocol document for future incursions, feedback from the board indicated that a flow chart would be beneficial.</p> </li> <li> <p>• <b>Cancellation of Summer Barbeque</b> PP raised the cancellation of the summer barbeque and concerns surrounding the time and effort that had been provided to organise such an event. All agreed that an alternative should be run in Spring/Summer 2012.</p> </li> <li> <p>• <b>Executive Board Membership</b> JH informed the board that over the last year there had been a number of meetings where the meeting was just quorate. GC discussed setting some minimum standards for attendance at Executive and Group Meetings.</p> </li> <li> <p>• <b>Corporate Membership Scheme</b> PP &amp; JH had met with CWaC Charisma and Orangutan Ltd to discuss employee incentive schemes. The offer from Charisma has some minimal non-financial risks, which can be managed. The proposal from Orangutan Ltd was an excellent offering; however the programme is cost-prohibitive for the BID.</p> </li> </ul>	<p>JH &amp; MK to set minimum KPI standards with existing security provider and review following the Xmas and New Year cover period.</p> <p>JH to discuss response times with SSS.</p> <p>DT to provide protocol flow chart</p> <p>MK to organise Quiz Night and give consideration to future networking events</p> <p>GC to provide minimum standards for meetings</p> <p>JH &amp; PP to meet with Alison Kelly from Charisma to set up the scheme</p>

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<p><b>Payment of BID monies/Finances</b></p>	<p>The latest report from CWaC business rates collection shows the following outstanding debts</p> <ul style="list-style-type: none"> <li>• 2009 – £242</li> <li>• 2010 - £692</li> <li>• 2011 - £3,378</li> <li>• 2012 –£7,378</li> </ul> <p>The team continue to chase for bad debt through liability orders and potentially introducing baliffs.</p> <p>JH informed the Board of two businesses who were refusing to pay the BID levy for the financial year 2011/2012. The businesses expressed that they were getting no benefit from the BID, based on their size and numbers employed. Following discussion the Board agreed that both businesses had benefited from a number of projects and services and under the BID regulations the BID levy is payable.</p>	
<p><b>Project Update</b></p>	<p>See attached Project Report</p>	
<p><b>Estate Managers Report</b></p>	<p>See attached Report</p>	
<p><b>A.O.B</b></p>		

**Date and Location of next meetings:**

**Winsford I-5 Executive Board Meeting – Friday 20<sup>th</sup> January 2012 – Ambassador Packaging, 12-2pm.**

**Winsford I-5 Group Meeting – Friday 10<sup>th</sup> February 2012 – Venue TBC**

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