

Minutes

Meeting: Winsford I-5 Executive Board Meeting
Date: 26th April 2013
Time: 12.00 – 14.00
Location: Ruck Ltd, Road One, Winsford Industrial Estate

- Pete Price (Chairman)
- Dharma Nurse (Ruck Ltd)
- George Ralston
- Richard Robbins
- Mike Kelly (Groundwork Cheshire)
- Jane Hough (Groundwork Cheshire)
- Iain Paton (Cheshire West and Chester Council)
- Greville Kelly (Groundwork Cheshire)

Apologies

- Lisa Lyons (Briggs and Stratton)
- Shaun Hardman (Iveco)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and matters arising	<p>Prior to the meeting Board members were invited to a demonstration at TWM on different options for Road Traffic Signs. The installation of the signs on Road One would be discussed at the meeting.</p> <p>Approval of the minutes from the last meeting were received by the Board as a true and accurate record. Apologies were received from Lisa Lyons and Shaun Hardman.</p>	
Payment of BID monies/Finances	<p>The BID has spent £78,918 to the end of quarter 4 against a budget of £91,063.</p> <p>JH confirmed that she had met with the CWaC Business Rates Team and discussed and agreed a process for handling the outstanding debts. CWaC had confirmed that they would be holding back £10,000 from the current years BID levy income until later in the year at which point the accounts would be assessed and a decision would be taken at that point on the level of income that could be paid over.</p>	JH to progress with CWaC in September 2013
Projects Update	<p>JH presented the Board with a number of options on how to resolve the issue with Extreme Networks. Following a detailed discussion it was agreed that the Board would accept the £7,500 reduction on the overall cost of the CCTV system and finalise the project.</p> <p>MK provided the board with an estimate of costs for the installation of a seating/planting area on the corner of Road Two. GR raised concerns around introducing a seating area and would it encourage people to congregate in the area. MK explained that Gadbrook Park had installed 10 benches across the business park recently and they had been a great addition to the business park. The board agreed to look at quotes.</p>	<p>JH to request Moss Haslehurst to draft an agreement with Extreme Networks</p> <p>MK to source quotes from 3 suppliers</p>

	<p>JH provided the Board with a preview of the Winsford 1-5 film. The Board agreed that the first draft was a good start, with recommendations for the Cheshire fencing, poles and banners and landscaping across the Estate to be included.</p> <p>MK proposed to the board that the traffic calming signs that were demonstrated at TVM earlier in the day would be a welcome addition to Road One. The board agreed to look at quotes for the project.</p> <p>JH informed the board that there had been no further uptake on the waste management scheme. RR stated that he had utilised the offer to negotiate a reduction in his current contract.</p> <p>An update was provided to the board on the current membership of the Employee Incentive Scheme. JH stated that a flyer had been distributed in the Estate Bulletin and the front page feature promoted the scheme. It was stated that on-going promotion would take place through the estate bulletin, events and the website.</p> <p>MK asked the board to agree a date for the Business Expo, following a discussion it was agreed that subject to a venue being available Friday 28th June 2013 was the most suitable date.</p> <p>MK provided an update on the proposed Summer Event. MK stated that there had been little uptake from the businesses. The board agreed to cancel the event.</p> <p>PP requested that a “wish list” was established for the next meeting, so that the board could consider projects on a case by case basis. Initial ideas for projects and services include:</p> <ul style="list-style-type: none"> • Purchase and training in De-fibs • Installation of CCTV Cameras on Road Two and Road Five • Landscape improvements to the corner of Road Two • Introduction of traffic calming signs on Road One • Entrance Boards – Update • Wi-Fi hotspots across the Estate 	<p>JH to feedback amendments to Cheshire Media Academy</p> <p>MK to obtain quotes from TVM</p> <p>MK to speak to Matt Pochin about available units on the Estate</p> <p>MK to contact Wharton Conservative Club and cancel the booking</p> <p>JH to compile wish list and review at the next board meeting</p>
Estate Managers Report	See attached Report	
AOB	N/A	

Date and Location of next meetings:

Winsford 1-5 Executive Board Meeting – Friday 19th July 2013 – Ruck Limited 12-2pm