

Winsford 1-5 Executive Board Meeting – Minutes

Date: 27th February 2020
 Location: Chemical Support Systems, Road Three, Winsford Industrial Estate, Winsford, Cheshire, CW7 3QN
 Time: 2pm

Present: Name	Company	Name	Company
Pete Price (PP)	Office Essentials	Hugh Shields (HS)	Groundwork CLM
Neil Winstanley (NW)	Advanced Medical Solutions	Jane Hough (JH)	Groundwork CLM
April Biddle (AB)	Tithebarn	Simon Schofield	SynetiQ
Jacqui Wood (JW)	Chemical Support Systems	Andrew Ralston (AR)	STM Power Transmission
Cllr Nathan Pardoe (NP)	Cheshire West and Chester Council		

Apologies: Name	Company	Name	Company
Robin Ashley (RA)	Coveris	Stephanie Leese (SL)	Groundwork CLM
Greville Kelly	Groundwork CLM	Sonia Burden (SB)	Careersat

		Actions
Welcome, Apologies, and Declaration of Interest a	<p>PP welcomed everyone to the meeting. Apologies were received from Robin Ashley, Stephanie Leese, Greville Kelly and Sonia Burden.</p> <p>PP declared an interest in Meridian House as a tenant and DKMS the Blood Cancer charity who are looking for support from the BID to increase their donors.</p>	
Approval of minutes and matters arising	The minutes of the last meeting were approved by the board and (JH) went through the outstanding actions and there were no matters arising that weren't covered under the main agenda.	
Road One Development update	<p>JH provided a brief update on the development of the land at the Northern entrance of the estate.</p> <p>PP raised concerns about the state that contractors leave the area in when they are completing works on the estate. Over the years there have been a number of statutory undertakers who have</p>	NP to speak to the Highways

The UK's First Industrial Estate Business Improvement District

	<p>undertaken major infrastructure works and never leave the estate in the manner that they find it. PP used the recent Cadant works as an example about the condition of the grass verges and that they had not been reinstated properly.</p> <p>NP stated that he would take this up with Highways and a joint approach to any future works could include specific detail about reinstatement works in the contract through the tendering process. In addition, it would be helpful if the BID team could take before and after photos of any contractors work and there could be potential for any retention monies held could be paid over to the BID to make any works good.</p>	<p>team about the tendering process</p> <p>BID Team to take before and after photos of contractors work on site</p> <p>NP to discuss with Highways the opportunity to pay monies over to the BID to undertake re-instatement work</p>
Winsford 1-5 Accounts	JH presented the Qtr 3 accounts to the board. The BID is currently running with a healthy surplus. No questions were raised by the board	
Winsford Industrial Estate Management Report	JH and HS updated the board on the Estate Management Report (copy attached to these minutes).	
Business Plan update	<p>Recruitment – BID Project Manager</p> <p>JH provided the board with an update on the BID Manager recruitment process. Applications had been received and JH was carrying out sort and sift of applications once they had been received from GWK HR team.</p> <p>PP stated he was concerned about the GWK approach. JH explained that the team had gone through a restructure and this new structure would provide a whole team approach to resource and support to the project.</p> <p>Security and crime prevention update</p> <p>There had been a couple of serious incidents prior to and during the Xmas period with one particular business on Road Two. JH had reviewed the security arrangements on Road Two and requested that Alpha Omega install another dyster point on this particular road.</p>	

	<p>Estate Audit – Maintenance of the Estate</p> <p>JH introduced Colin Parker-Rich to the Board. CPR manages the Cheshire West and Chester Council street team for the Estate. CPR was happy to provide additional capacity on the estate to tackle the cleansing issues.</p> <p>The current plan includes resource for litter pick once per week, weed control and grass cutting ce per week to deal with litter and weed control and grass cutting.</p> <p>CPR stated that he had reviewed the estate with the team and he would draft and send a revised schedule to the BID Team.</p> <p>PP raised concerns about the gates at Meridian House and how he thought they needed some attention.</p> <p>Events</p> <p>JH informed the board that the Estate Quiz will take place on March 10th at Wharton Conservative Club. In addition, Rock Salt Runners are hosting a Road Three Relay Race on Sunday 29th March 2020 and the team were in the process of pulling together the Estate Bike To Work Day. PP suggested that we speak to the local PCSO and ask the policing team to provide support with Bike Marking again at this year’s event.</p> <p>JH confirmed to the board that PP and the BID Team would be meeting with DKMS (Blood Cancer Support Charity) to discuss how estate companies and employees can support and assist with blood donors on the estate</p>	<p>CPR to provide schedule to the BID Team</p> <p>NP to speak to the Property Team at CWaC</p> <p>HS to speak to the local PCSO</p> <p>PP & JH to feedback at the next meeting</p>
Winsford BID 4 Development	<p>JH provided an update to the board on the development work. The first phase of consultation and feedback had been received. The results of the consultation will help to shape the draft BID 4 business plan. JH confirmed that she would share the draft plan with the board before sharing with the esate</p>	<p>JH to draft the BID 4 business plan</p>
AOB	<p>NP recommended that the BID review the £16m fund from Climate Task Force, there may be potential for an estate wide BID on recycling opportunities</p>	<p>NP to provide details on the fund</p>



Date and location of next Winsford 1-5 Executive Board meeting: Friday 1st May 2020 at 2pm