

Agenda

Meeting: Winsford I-5 Executive Board Meeting – Friday 19th July 2013

Time: 12.00pm – 2.00pm

Location: Ruck Ltd, Road One, Winsford Industrial Estate

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| 1. Welcome | PP |
| 2. Approval of Minutes of last meeting and actions | PP |
| 3. Budget/Claim | JH |
| 4. Estate Managers Report | MK |
| 5. Projects Update | JH/MK |
| <ul style="list-style-type: none">• Landscape Improvements – Road Two• Traffic Calming Signs• Winsford I-5 Video• Feedback Winsford Expo - Evaluation• Blue/ Purple Legal incentive scheme for Business and Employees• Wifi Hotspots/App's | |
| 6. Road One – Traveller Site Proposal - Update | PP/JH |
| 7. A.O.B. | |
| <ul style="list-style-type: none">• Date of next meetings | |

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

Minutes

Meeting: Winsford I-5 Executive Board Meeting
Date: 19th July 2013
Time: 12.00 – 14.00
Location: Ruck Ltd, Road One, Winsford Industrial Estate

- Pete Price (Chairman)
- Dharma Nurse (Ruck Ltd)
- Richard Robbins (EuroLab)
- Shaun Hardman (Iveco)
- Mike Kelly (Groundwork Cheshire)
- Jane Hough (Groundwork Cheshire)
- Sophie Bailey (Groundwork Cheshire)
- Iain Paton (Cheshire West and Chester Council)

Apologies

- Lisa Lyons (Briggs and Stratton)
- George Ralston (STM)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and matters arising	Approval of the minutes from the last meeting was received by the Board as a true and accurate record. Apologies were received from Lisa Lyons and George Ralston.	
Payment of BID monies/Finances	The BID has spent £23,892 to the end of quarter 1, against a budget of £88,048 for the year. There are arrears of £7,359; however, businesses are able to pay over 10 months. The claim is operating within budget.	
Projects Update	<p>JH presented 3 quotes to the Board for the landscape improvements to Road Two; the improvements would be similar to those on Road One. The Board discussed various options regarding the cost of improvements and maintenance and decided the 3 quotes were too expensive.</p> <p>JH presented the Board with costing's for the traffic calming signs for Road One. Due to the length of Road One 4 signs will be needed however, only 2 of the signs can be installed at the moment. Following a detailed discussion the Board agreed to install 2 signs with technology.</p> <p>The Winsford I-5 video has now been completed. The video will sit on the front page of the website for now.</p> <p>MK informed the Board the when the entrance boards were replaced 2 years ago the letters were printed onto steel. MK is currently looking into how to update the boards; a lot of alterations are needed.</p>	<p>MK to request different quote for £2.5K Provide samples of options for improvement</p> <p>MK to progress with TWM and CWaC</p> <p>MK to obtain quotes for costs for alterations</p>

	<p>Feedback received about the Expo has been good. JH suggested putting a budget in for next year. The Board discussed to option of having an external marketing company plan and run the event.</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. This is a progressive scheme.</p> <p>An update was provided to the Board on the Employee Incentive Scheme. JH has been informed that Alison Kelly has now left and is unsure as to whether the Charisma scheme is being promoted.</p> <p>JH met with Derbys to discuss the Blue/Purple Legal Incentive Scheme. The Blue scheme for employees is ready to go; people will receive 30 minutes free advice on any subject except employment law. Derbys are willing to attend AGM to provide more information about the scheme to businesses.</p> <p>A 'wish list' was established so that the Board could consider projects on a case by case basis. The list included:</p> <ul style="list-style-type: none"> • Additional CCTV cameras for Road Three and Five – the estimated cost is £7.5K, which included new licence, labour and 2 cameras. • Installation of Dog Mess Bins – quotes required for the bins, also the question was raised as to whether the council would empty the bins. • Wifi 'hotspots' across the estate – this is estimated at £20K. Look at this option again in year 4 of BID or BID 3. 	<p>JH to make contact with Alison Kelly's replacement</p> <p>JH to arrange promotion of the offer</p> <p>Mk to discuss with Streetscene and obtain quotes for the bins</p>
Estate Managers Report	See attached Report	
Traveller Site Proposal – Road One	No change, main priorities for Cheshire West and Chester Council at the moment are the Ellesmere Port and Woodford Park sites.	
AOB	<p>Draft Audit Accounts – headings need changing but figures are correct. The board approved the accounts.</p> <p>Executive Board members activity – must attend a minimum of 3 meetings a year. Look into possible new members.</p>	<p>JH to liaise with Murray Smith</p> <p>MK to send email to all businesses to request interest for board membership</p>

Date and Location of next meetings:

Winsford I-5 Executive Board Meeting – TBC
Winsford I-5 AGM – TBC