

Minutes

Meeting: Winsford I-5 Executive Group Meeting
Date: 4th May 2012
Time: 12.00 – 14.00
Location: Groundwork Cheshire, Navigation Road, Northwich

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

Apologies

- Syd Williams (CSS)
- Ian Vickery (AMS)
- Greville Kelly (Groundwork Cheshire)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and matters arising	<p>JHu presented the Waste Management Feasibility Study and key recommendations to progress a joint waste service on Winsford Industrial Estate. Following a discussion it was agreed that JH would contact BIFA and discuss financial incentives to the BID for a joint service. It was agreed that service would be awarded to BIFA with promotion of the service offering from CLIC.</p> <p>Approval of the minutes of the meeting from 19th January 2012 was received from the Board. Apologies were received from Syd Williams, Ian Vickery and Greville Kelly</p> <p>Matters arising and outstanding actions from the last meeting: c/fwd from last meeting</p> <p>Agenda Items requiring urgent attention</p> <ul style="list-style-type: none"> • IP informed the meeting that the Census 2011 information would become available in 2012. • Image of CWaC owned buildings-Mike Kelly had made contact with Tony Lazinski and has requested a meeting with Officers from Estates, Highways and Streetscene. Mike reported that no date had been set as yet. IP agreed to help facilitate the meeting • Illegal Gypsy/Traveller Encampment procedure/flow chart <p>PP requested that the above items be looked into asap. GW confirmed that she would discuss with IP this afternoon and report back</p>	<p>JHU to contact BIFA on financial incentives for the BID MK to promote in the Estate Bulletin and invite BIFA to the Trade Day</p> <p>C/fwd. to next meeting IP to forward to JH as soon as stats become available</p> <p>MK & IP to set meeting date with relevant CWaC Officers</p> <p>Still awaiting flow chart from CWaC</p>

Agenda Item	Minutes	Actions
Payment of BID monies/Finances	<p>JH presented the draft accounts for 2011/2012 and the budget for 2012/2013. CWaC Business Rates Team is holding £10,000 of income which relates to bad debt provision. However this income is expected. The outstanding aged debt stands at £7,699, which will be covered by the money retained from BID 1.</p> <p>GR requested the budget profile for 2011/2012</p> <p>JH provided the Executive Board with 3 applications through the BID Rebate Scheme. All 3 applications were approved.</p>	<p>JH to contact CWaC to agree issue of invoice for £10,000</p> <p>JH to issue to all Exec Board members</p> <p>SB to issue cheques</p>
Projects Update	<p>A demonstration of the Winsford CCTV system was provided to the Executive Board and an update on the transfer of the system to Onetek and the monitoring contract with Alpha Omega.</p> <p>PP raised a number of concerns over the launch of the website. JH confirmed that there had been some teething problems. The business directory, job vacancy form and marketplace listing forms will be distributed to individual businesses for completion and uploaded by GWK Cheshire.</p> <p>PP requested that a test link is sent to all Exec Board members before the Employee Incentive Scheme was launched.</p> <p>A discussion took place on the Winsford Industrial Estate Trade Day. PP requested The Lifestyle Centre attend.</p> <p>PP informed the meeting that David Harrison and John Roberts had tendered their resignations as Executive Board Members. PP asked MK for recommendations for the Board.</p> <p>PP discussed the format of Executive Board and Group Meetings. A discussion took place and it was agreed that meetings should be more frequent and shorter and more structured. It was agreed that the next Group Meeting would focus on a demonstration of the Winsford CCTV system and a presentation by Cheshire Police – Business Fraud Squad</p> <p>PP provided the meeting with an update on the Travelling Showman Proposal. A meeting is scheduled with the Lead Councillor, Chief Executive and CWaC Officers on Friday 8th June 2012.</p>	<p>JH to contact Profile Communications and address any outstanding issues</p> <p>SB to ensure forms are sent to businesses</p> <p>JH to contact the Lifestyle Centre SB to issue the Employee Incentive Cards</p> <p>MK to provide PP with possible board members</p> <p>JH & MK to facilitate meeting</p>
Estate Managers Report	See attached Report	

Date and Location of next meetings:

Winsford 1-5 Group Meeting – Friday 15th June 2012 – Venue TBC