

Minutes

Winsford 1-5 Business Environment Group Meeting

Date: 24th January 2014
 Location: STM, Road One, Winsford Industrial Estate
 Time: 12 noon – 2pm

Present: Name	Company	Name	Company
Pete Price (Chair)	Office Essentials	Jane Hough	Groundwork Cheshire
Chris Rowbottom	Weaver Vale Housing Trust	Mike Kelly	Groundwork Cheshire
Shaun Hardman	Iveco	Greville Kelly	Groundwork Cheshire
Lisa Lyons	Briggs & Stratton	Louise Ashley	Groundwork Cheshire
Dharma Nurse	Rucks Ltd		
George Ralston	STM		
			Actions
Welcome	Thanks were given to George Ralston for hosting the meeting.		
Overview of Board Members responsibilities	<p>JH gave a presentation on a summary of BID 2 2011-16 expenditure plans.</p> <p>BID Levy update: The BID has a budget of £148,203 for the current year; the BID has spent £67,395 at 31st December 2013, leaving £80,808 to spend. £29,000 is already obligated to expenditure contained in the annual business plan and additional projects agreed by the board.</p> <p>BID 2: JH has had a meeting with the Business Rates team. Additional software is required and another person's time which will be around £5K per annum. IP is proposing the 2 new BIDs pay towards the cost but he is looking at capital investment. A review of the business rates will be done in February and JH will report back to the Board at the next meeting</p> <p>Theme 1: Budget of £57,206 DN and CB are the 2 appointed Board members responsible for Theme 1. It has been agreed that MK will show them the areas that the BID has invested in on the Estate.</p> <p>Theme 2: Budget of £16,900. MK recommended larger signs are made to highlight the operation of CCTV cameras on the Estate which will hopefully act as a deterrent. The Council dictated the size of the original signs as they are located on street lampposts. However, MK suggested that the new larger signs could be put on private land with the owner's permission. This was agreed by the Board and MK will look into changing the signs.</p>		<p>JH to report back at the next Executive Board meeting</p> <p>MK to take DN and CB on a tour of the Estate</p> <p>MK to look at options and costs</p>

	<p>JH and GK have met with companies from Woodford Park who are keen to 'share' services with the Estate. This could be by a voluntary contribution to the BID. The Board have agreed to open discussions and PP will make the initial contact.</p> <p>Theme 3: Budget of £8,000 RR & LL are responsible for Training, Knowledge & Skills. A discussion was held on the most popular training courses that the BID has provided to companies. The most popular and well attended training courses are Manual Handling, CIEH Health & Safety, 1st Aid and Risk Assessments. JH explained that the BID is up to budget already on the 1st Aid courses. There are currently two 3 day 1st Aid courses taking place in February with 12 delegates attending each course and a reserve list shows another 3 day 1st Aid course could be scheduled due to high demand for this particular training.</p> <p>JH asked if the board could please discuss / think about increasing the budget / allocating additional funds to training.</p> <p>PP requested that the board consider 'new' training courses ie. Driver awareness training and Mike suggested Fire Warden training.</p> <p>It was decided to wait until the new financial year to discuss what other courses to run.</p>	<p>JH to arrange meeting between PP and Woodford Park businesses</p> <p>JH to prepare the 2014-2015 training/seminar schedule for Board approval</p> <p>JH to take into consideration when preparing the schedule</p>
<p>Approval of minutes from last meeting and matters arising</p>	<p>Approval of the minutes from the last meeting was received by the Board as a true and accurate record. Apologies were received from IP and RR.</p> <p>Matters arising:</p> <p>MK to obtain quotes for No Parking Signs following on from concerns that have been raised from a number of businesses on Road 5.</p> <p>Further discussions to be had with JH, MK, GR and SH on the additional CCTV cameras.</p> <p>The fencing that was destroyed by a car accident has now been replaced by Sandersons and the claim has gone through, we are expecting around £1,046 to come back. MK commented that Sandersons did a sterling job on the fencing.</p>	<p>MK to provide quote to the Board</p> <p>JH to arrange a CCTV/Security contract review</p> <p>JH to confirm receipt of claim at next board meeting</p>
<p>Budget/Claim</p>	<p>PP asked the Board to be mindful regarding the budget to be spent when reviewing themes as we do have a surplus that could be used.</p>	<p>All</p>

Estate Managers Update	<p>MK went through the highlights of his report to the Board.</p> <p>Scottish Power have taken a lease on a 15,000 sq ft building near M&M Pallets for 12 months.</p> <p>MK has received an enquiry regarding the Estate from a company who manufacture parts for Bentleys. He has given them some suggestions and will follow up next week.</p> <p>A company in Holmes Chapel called Fine Décor are considering moving to the Estate. MK will continue to liaise with them.</p> <p>The Police have contacted MK with regards to setting up 2 traffic initiatives on the estate:</p> <ol style="list-style-type: none"> 1. A location where they can give advice to businesses on crime prevention etc. 2. Stop point for traffic offences ie. speeding, mobile phone use whilst driving etc. <p>MK will continue to liaise and inform the Board of when and where this will take place.</p>	
Projects Update	<p>Road 2 Planting: MK agreed to pass on PP comments to the landscape contractor regarding keeping maintenance low. DN and CR will take a look at the sites and decide on the way forward.</p> <p>PP advised that he is keen to have planting schemes but wishes to keep maintenance to an absolute minimum.</p> <p>Traffic Calming Signs: Two have been installed at either end of Road One and are working well. Further signs are to be installed near Road 4; however, there is a problem at the location that has been identified because it would mean that significant groundwork needs to be done for drawing power which may take some time. It was agreed to install one on the junction between Road 4 and Road 1.</p> <p>Entrance Board: MK is liaising with Bam Nuttall concerning the entrance boards.</p> <p>Defibs: JH has spoken to Mark Simmons who has a map of where De-Fibs are located throughout Cheshire and MS will be putting forward a bid for one to be installed on the Estate.</p> <p>Employee Incentive Scheme: No more staff have taken up the employee incentive scheme since the last Board meeting. Brio Leisure have sent a 7 day pass to JH which will become available next Monday. MK has agreed to do an e-mail to all businesses. MK suggested giving the incentive scheme card out when people attend training courses.</p> <p>Waste Management Scheme: JH has spoken to Jonathan Hutchinson at Groundwork Cheshire who has recommended using Blakeleys Waste Management services as they offer a good service and competitive rates. However, a discussion by the Board was held and it was agreed not to take this any</p>	<p>MK, DN and CB to review current maintenance contracts and feedback to the board at the next Exec Board meeting</p> <p>MK to liaise with Highways and report back at next board meeting</p> <p>MK to liaise with Bam Nuttall and provide update</p> <p>JH to feedback progress at next board meeting</p> <p>All to raise awareness of the incentive scheme</p>

	<p>further.</p> <p>Winsford Website: JH and PP have met with the existing website developer to discuss the website. Unfortunately, this is owned by an employee who has since left the company therefore the developer can no longer support the website. JH has written to them to let them know that it has been necessary to contact 3 local organisations for the development and hosting of the Winsford website and as yet, has had no response. JH advised that specific criteria has been set out for the organisations contacted on this project.</p> <p>Winsford 1-5 Publicity/Marketing and Winsford 1-5 – visit from Stakeholders/Partners: It has been agreed to host an Open Day for stakeholders and partners. The board felt that it would be prudent to try and tie this in with an event ie. The Expo or similar. JH has already enquired about hiring a minibus and driver to take guests around the Estate at a cost of £60 per hour. A venue is required to host lunch and the presentations and MK suggested the Lifestyle Centre.</p> <p>PP suggested forming a sub-committee to discuss the next Expo and Woodford Park. A meeting is to be scheduled between PP, DN and MK</p> <p>Pond Area: MK advised that it would cost £480 for 2 people to clear the site around the pond. This would need to be done asap because of the wildlife that exists there. It is important that a licence is obtained from CWAC before any works are done. PP agreed that JH should obtain the licence and the work to be completed asap.</p> <p>Review of “wish list”: CCTV Cameras have already been discussed and a meeting will be scheduled.</p>	<p>JH to liase with DN, CR and PP on the tenders for work</p> <p>MK to gauge feedback from businesses on the Estate for an EXPO 2014</p> <p>MK to arrange meeting</p> <p>JH to progress with TL at CWaC</p>
AOB	<p>DN advised the board to the design of the new bins. She is looking at the locations but the Council have agreed to install and empty them at no cost. To replace all the bins will cost £2500. The Board agreed to the design and the price.</p> <p>JH advised the Board that Mid Cheshire College are hosting an Apprentice Event on 5th March 2014.</p> <p>GK explained that the Connecting Cheshire Superfast Broadband events are targeting companies on the estate to attend specialist workshops. Groundwork Cheshire and Quantum are supporting business events on “Weathering the Storm” to talk about emergency procedures and how severe weather conditions can affect businesses.</p> <p>Following on from a meeting PP has had with Sports Cheshire they are keen on working with us on a ‘health’ event. It was suggested they could get involved with the Bike to Work Scheme and MK suggested making it a Walk and/or Bike to Work Scheme this year.</p>	<p>MK to progress with MS at CWaC</p> <p>MK to liaise with Sport Cheshire to progress</p>

Date and location of next meeting: Winsford 1-5 Executive Board meeting, Thursday 1st May 2014, 12pm at Ruck Ltd, Road One, Winsford Industrial Estate

Agenda

Meeting: Winsford I-5 Executive Board Meeting – Friday 24th January 2014

Time: 12.00pm – 2.00pm

Location: STM, Oasis Business Park, Road One, Winsford Industrial Estate

1. Welcome PP
2. Overview of Board Members responsibilities
George Ralston & Shaun Hardman – Safe & Secure JH/GK
Chris Rowbottom & Dharma Nurse – Sustainable, Supported and Promoted
Richard Robbins & Lisa Lyons – Training, Knowledge and Skills
3. Approval of Minutes of last meeting and actions PP
4. Budget/Claim JH
5. Estate Managers Report MK
6. Projects Update JH/MK
 - Road Two – Planting
 - Traffic calming signs
 - Entrance Boards
 - De-Fibs
 - Employee Incentive Scheme/ Waste Management Scheme
 - Winsford website
 - Winsford I-5 Publicity/Marketing
 - Pond Area
 - Winsford I-5 – visit from Stakeholders/Partners
 - Review of “wish list”
7. Road One – Traveller Site Proposal - Update PP/JH
8. A.O.B.
 - Date of next meetings