

## Agenda

**Meeting: Winsford I-5 Executive Board Meeting – Friday 8<sup>th</sup> November 2013**

**Time: 12.00pm – 2.00pm**

**Location: Groundwork Cheshire, Navigation Road, Northwich**

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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 |
| • Policy – Donations/Sponsorship                             |       |
| • Road Two – Planning Application update                     |       |
| • Traffic calming signs/Police Crime Commissioner grant fund |       |
| • Entrance Boards  |       |
| • De-Fibs  |       |
| • Employee Incentive Scheme/ Waste Management Scheme         |       |
| • Winsford website   |       |
| • Executive Board Members – Roles/Themes                     |       |
| • Winsford I-5 Publicity/Marketing                           |       |
| • Review of “wish list”                                      |       |
| 6. Road One – Traveller Site Proposal - Update               | PP/JH |
| 7. A.O.B.  |       |
| • Date of next meetings                                      |       |

## Minutes

**Meeting:** Winsford I-5 Executive Board Meeting  
**Date:** 8<sup>th</sup> November 2013  
**Time:** 12.00 – 14.00  
**Location:** Groundwork Cheshire, Yarwoods Arm, Navigation Road, Northwich

- Pete Price (Chairman)
- George Ralston (STM)
- Shaun Hardman (Iveco)
- Chris Rowbottom (Weaver Vale Housing Trust)
- Mike Kelly (Groundwork Cheshire)
- Jane Hough (Groundwork Cheshire)
- Greville Kelly (Groundwork Cheshire)
- Kerry-Marie Tolley (Groundwork Cheshire)
- Iain Paton (Cheshire West and Chester Council)

**Apologies**

- Lisa Lyons (Briggs and Stratton)
- Dharma Nurse (Ruck Ltd)
- Richard Robbins (EuroLab)

Agenda Item	Minutes	Actions
<b>Approval of minutes from last meeting and matters arising</b>	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, Dharma Nurse and Richard Robbins.  Pete Price welcomed Chris Rowbottom to the board.	
<b>Budget / Claim</b>	The BID has spent £46,235 as at 30 <sup>th</sup> September 2013 leaving £101,968 to spend. £41,812 is already obligated to expenditure contained in the annual business plan.	
<b>Estate Managers Report</b>	See attached report	
<b>Projects Update</b>	The policy on donations and sponsorship was discussed by the board. JH suggested adding a budget for donations and sponsorships. An idea was given that charities fill out an application form, it is presented to the board and the board make a decision. PP stated he would prefer if donation request were from the estate only. If donation requests were received from outside the estate then it would need to be reviewed to establish if relations could be fostered as a result of this.  It was decided that an amount would be set aside for sponsorships, the applications would be presented to two board members and they would make a decision on it. GR and CR confirmed they will make the decisions	

	<p>on the sponsorships.</p> <p>Planning application for the bench on Road Two has been approved today. The board have confirmed they are happy to progress and install the bench now rather than waiting until Spring.</p> <p>Two traffic calming signs have been installed at either end of Road One and have been very well received. Further signs are to be installed near Road 4 however this is on hold due to an issue with drawing power. One sign can draw power from a lamp post, the sign on the other side of the road is proving to be a bit of an issue. There is a bus stop close to the sign where power can be drawn but it is unknown at this stage who owns the bus stop. MK is currently liaising with Highways to find a resolution. The board confirmed the further two road calming signs will not have the data software installed.</p> <p>MK presented the two options for updating the entrance signs; replace the signs entirely or modify the existing signs by utilising a tape covering. As the signs have not been in place very long, it appears to be more cost effective to modify the existing signs. The board are in agreement.</p> <p>There is no further update on Locality funding for the De-Fibs and this remains on the agenda with the Locality team. CR advised JH to speak with Cllr Brian Clarke or Cllr Pam Booher as this is taken from the councillors budgets.</p> <p>84 employees from the estate have registered on the Employee Incentive Scheme. Ideas were raised with speaking to both cafes on the estate and Toota My Hoota to see if they would be interested in offering discounts for estate employees. JH informed the board, there is a new head of Department and they do not want to promote the Charisma scheme at the moment</p> <p>JH confirmed there has been no further uptake on the Waste Management Scheme due to feedback which has been received previously. PP requested that JHu liase with Bifa on the current service provision.</p> <p>JH provided an update to the Board on the website. Kerry-Marie Tolley and Louise Ashley have been trained on how to use to the website and update various areas. A number of issues have been identified and resolutions have still not yet been met. GK has escalated this up to Nicola at Profile. JH will forward the link to the website to CR. PP would like JH to set up a meeting with Nicola to discuss the issues found.</p> <p>The Board discussed the roles and themes and confirmed they would be happy for these to be split to ensure a more active interest could be taken in certain themes of the BID. PP asked each board member to think about which themes they would wish to cover and whether they would like to be Chair or Vice Chair within the specific theme.</p> <p>Promoting the estate to get more businesses for inward investment is progressing well as units are being filled on the estate. JH suggested promoting a bus tour on the estate to the heads of specific departments within Cheshire West and Chester followed by a meeting</p>	<p>JH to inform Sue Griffiths</p> <p>MK liaising with Highways to find a resolution for drawing power</p> <p>MK to email all businesses with requesting their relevant changes</p> <p>JH to speak with Cllrs</p> <p>MK to speak with Toota My Hoota, Rucks to Eat and Premier Café to gauge their interest in taking part in the incentive scheme</p> <p>JHu to feedback to the Board</p> <p>JH to forward link to the website to CR</p> <p>JH to set up a meeting with Nicola and PP to discuss issues surrounding the website</p> <p>Board members to think about which theme they would like to Chair / Vice Chair and provide JH with their preferred theme.</p>
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	<p>held somewhere on Road One. The board have agreed to think about this.</p> <p>The board reviewed specific items on the 'wish list':</p> <ul style="list-style-type: none"> <li>• Although a decision has been made on the update of the entrance signs – PP would like this to remain on the Wish List as the entrance signs will need to be replaced at some point</li> <li>• The quote has been provided for the additional CCTV and presented to the board. JH confirmed the current location of the CCTV means it is limited and doesn't cover all aspects of the estate, often creating black spots. PP suggested the board members who chose Security as their theme can review this in more detail.</li> <li>• The pond area at Road One was discussed. JH advised the board there are a number of issues surrounding this: CWaC will not provide any contribution, there are a number of newts on site, the area is up for economic development so if this is sold the pond would be included in this. CR suggested Community Payback for people to come in, have a look and see what they can do. MK will speak to Sue Griffiths to obtain a quote for the tidy up work.</li> </ul>	<p>JH to ensure the entrance signs remains on the wish list</p> <p>JH to provide further information to board members with responsibility for Security</p> <p>MK to liaise with Sue Griffiths regarding a quote to tidy up the pond area</p>
<b>Traveller Site Proposal – Road One</b>	No change, main priorities for Cheshire West and Chester Council at the moment are the Ellesmere Port and Woodford Park sites.	
<b>AOB</b>	<p>Concerns have been raised from a number of businesses on Road Five the road is turning into a lorry park. MK made the suggestion of purchasing signs to deter parking. MK will arrange a meeting with all the businesses on the estate that have lorry traffic, along with PP, to reach a resolution to the issues. MK will liaise with Richard Flood from Highways to see if he can suggest a resolution i.e. double yellow lines.</p> <p>MK asked the board for idea to refresh the annual quiz held for the estate.</p> <p>The board have agreed to have Christmas Trees on the estate again this year.</p> <p>MK advised he has recently visited Hebden Green School. They are looking for governors and MK suggested holding an away day and a 1-5 meeting at the school in the Spring time.</p> <p>Brill Energy is looking to set up a forum for companies on the estate to try to help reduce energy bills. The board welcomed this idea.</p>	<p>MK to obtain quotes for no parking signs</p> <p>MK and PP to meet with businesses with lorry traffic</p> <p>MK to liaise with Highways</p> <p>MK to purchase Christmas Trees</p> <p>MK to progress with Brill Energy</p>

**Date and Location of next meetings:**

**Winsford 1-5 Executive Board Meeting – TBC**  
**Winsford 1-5 AGM – TBC**