

Winsford 1-5 Executive Board Meeting – Minutes

Date: Thursday 5th December 2019
 Location: Advanced Medical Solutions, Road One, Winsford Industrial Estate
 Time: 1pm – 3pm

Present: Name	Company	Name	Company
Pete Price (PP)	Office Essentials	Hugh Shields (HS)	Groundwork CLM
Greville Kelly (GK)	Groundwork CLM	Jane Hough (JH)	Groundwork CLM
April Biddle (AB)	Tithebarn	Neil Winstanley (NW)	Advanced Medical Solutions

Apologies: Name	Company	Name	Company
Jacqui Wood (JW)	Chemical Support Systems	Stephanie Leese (SL)	Groundwork CLM
Robin Ashley (RA)	Coveris	Sonia Burden (SB)	Careersat
Andrew Ralston (AR)	STM Power Transmission	Simon Schofield (SS)	Synetiq

		Actions
Welcome and Apologies	<p>PP welcomed everyone to the meeting. Apologies were received from Jacqui Wood, Stephanie Leese, Robin Ashley, Sonia Burden, Andrew Ralston and Simon Schofield. The meeting was quorate with 3 board members in attendance.</p> <p>Hugh Shields was introduced to the board as the Interim cover for the Business Park Managers role on the Estate. Dave Snasdell had tendered his resignation with Groundwork CLM and the board expressed thanks to Dave for his support during his time as the Estate Manager</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.	
Estate Management Report	<p>JH and HS updated the board on the Estate Managers Report (copy attached to these minutes).</p> <p>The board held a detailed discussion on CCTV and ANPR. JH</p>	

	<p>reported that DS had obtained quotes for a new system before he left and the board would need to consider a budget of circa £40k. It was agreed that this project would be reviewed and fully costed out through the BID 4 development process.</p> <p>The board raised concerns about the general aesthetics of the Estate. JH has shared an audit report with the Board and this has been sent to the Streetscene Team at Cheshire West and Chester Council. PP suggested that the corner of Road Two and the public path on Road Five needed attention. JH to ask Property Wise to include this in their monthly maintenance contract of BID assets. PP also raise concerns on the appearance of Meridian House, particularly the maintenance of the benches and more importantly the gates.</p> <p>HS reported to the Board that he had engaged a number of companies recently through the BID 4 consultation on a face-to-face basis. He had picked up a number of concerns from companies on some specific issues on the Estate. Hot topics included parking, traffic management and security.</p>	<p>JH to review budgets when drafting the financial profiles for BID 4</p> <p>JH to instruct Property Wise to undertake work on Road Two and Road Five</p> <p>JH to pick this up with the Property Team at Cheshire West and Chester Council</p>
<p>Business Plan update</p>	<p>Brio Leisure Membership</p> <p>JH reported that there were 220 Industrial Estate employees signed up to the membership. PP expressed that this was a good number and we should include a news feature in the next Estate Bulletin about how estate employees are keeping fit and active. HS suggested obtaining a case study from a company on the Estate.</p> <p>Traffic Data</p> <p>JH had requested the latest Traffic data from TWM. The information hadn't been received in time for the meeting. JH to send to the board via email once the data was received.</p>	<p>HS/SL to obtain a case study from a company on the estate to include in the Spring hard copy bulletin.</p> <p>JH to email data to the board.</p>

<p>Winsford BID 4 Development Proposal</p>	<p>JH presented the Groundwork CLM BID 4 Development Proposal including along with associated costs.</p> <p>The Groundwork CLM team were asked to leave the room while the board reviewed the proposal.</p> <p>The Groundwork CLM team were asked to re-join the meeting. The board agreed to approve the BID 4 development proposal and expressed a number of areas that they would like to the team to focus on.</p> <ol style="list-style-type: none"> 1) Business Engagement through the process is key to success and focus needs to be of the priorities of the business community 2) Crime and security, the image of the estate, training and developing staff and business support need to feature highly in the business plan <p>JH thanked the board for their commitment to continue to work with Groundwork CLM through the development of the project and feedback would be embedded through the process.</p>	
<p>Winsford 1-5 Accounts</p>	<p>JH presented the quarterly accounts. The BID continues to operate in a healthy financial position. No questions were raised by the board. The Accounts were signed off for approval</p>	
<p>AOB</p>	<p>Nothing recorded</p>	

Date and location of next Winsford 1-5 Executive Board meeting: TBC