

Winsford 1-5 Executive Board Meeting – Minutes

Date: 1st May 2020
 Location: Online Zoom Meeting
 Time: 2pm

Present: Name	Company	Name	Company
Pete Price (PP)	Office Essentials	Hugh Shields (HS)	Groundwork CLM
Neil Winstanley (NW)	Advanced Medical Solutions	Jane Hough (JH)	Groundwork CLM
Apryl Biddle (AB)	Tithebarn	Simon Schofield (SS)	Synetiq
Jacqui Wood (JW)	Chemical Support Systems	Stephanie Leese (SL)	Groundwork CLM
Cllr Nathan Pardoe (NP)	Cheshire West and Chester Council	Greville Kelly (GK)	Groundwork CLM

Apologies: Name	Company	Name	Company
Andrew Ralston (AR)	STM Power Transmission		

		Actions
Welcome and Apologies Outstanding Actions Declarations of Interest and Approval of Minutes	<p>PP welcomed everyone to the meeting. Apologies were received from Andrew Ralston.</p> <p>Action points:</p> <p>NP was going to speak to Highways about the tendering process. NP has done this and had a conversation. Specific powers are delegated down to council and often they can't go beyond their powers. The council has limited powers with grass - it only has to be seeded and start to grow. NP found it a constructive exercise in finding how far the council can go. There are however some changes coming and NP suggested including that as a summary in the next meeting. Good practice would be to photograph the highway annually – this prevents the contractors saying it wasn't their fault. Would be worth doing this before any major works are due to commence - BID to take some photos of the verge – the onus is on the company to say it wasn't them that did it, rather</p>	

	<p>than us proving it was them.</p> <p>Colin Parker Rich is to provide a schedule to the BID team for support on grass cutting/maintenance etc. Grass verges are not being cut at the moment. This will be on HS's radar when things get back to normal.</p> <p>Gates on Meridian House – NP has spoken to the property department and the works have been completed to a point. NP is happy to follow up with anything like this in the future. PP says they have only sorted a 12 inch section of the gates. NP will raise this as the original request was that the gate was dirty and needs a thorough clean up. They have done the difficult bit but left the easy bit.</p> <p>Events – The Winsford 1-5 Annual Quiz took place. JH informed the Board that the Road 3 relay was due to take place but this could not go ahead due to Covid-19. There is currently no date in place for Estate Bike to Work Day and there was uncertainty about holding this event this year. The most important thing is social distancing. It was agreed to postpone Bike to Work Day until 2021.</p> <p>PP and the BID Team were to meet with DKMS – Blood Cancer Support Charity. There was a great plan in place to support DKMS to engage with companies however this is currently placed on hold due to the current circumstances.</p> <p>NP had recommended the BID review the £16mil fund from Climate Task Force. JH been focusing on one to one support with businesses so has not progressed that yet. NP to send details of funding sources for businesses to BID Team and these will be circulated. This is in addition to business support grants.</p> <p>There were no declarations of interest.</p> <p>The minutes of the previous meeting were approved as a true and accurate record.</p>	<p>NP to speak to property surrounding a thorough deep cleanse of the gates.</p> <p>NP to send over details of funding sources for businesses to the BID Team. JH to progress.</p>

<p>Winsford 1-5 Accounts</p>	<p>JH has emailed over the accounts to the board members. JH shared the accounts on screen. JH explained the year end accounts have not been audited yet.</p> <p>The BID has spent well within budget and had a total income of £110,731 with just under £75k brought forward from 2018/19. To date the BID has spent just under £105k so is in a healthy position.</p> <p>GK and JH have spoken to Andrew Lewis (Chief Exec of CWAC) about issuing invoices. Invoices are usually issued at the beginning of April and are due to be paid at the end of April. Groundwork have agreed with CWAC that invoices won't be issued until the 2nd week in May and the levy will be payable at the end of June - with the option to pay over a number of months. The BID draws down 45% of the annual income as soon as CWAC issue the invoice and CWAC have confirmed that 45% will be able to be drawn down and will be paid in to the BID bank account over the next 3-4 weeks. JH confirmed the BID is in a good position at the moment. There were no questions on the accounts.</p>	
<p>Project update report</p>	<p>HS went through his Business Park report. HS informed the group on the security measures on the estate taking place during Covid-19. HS will be checking the Dyster Points. There have been complaints about HGV parking on Road One at Schoeller Allibert. HS has spoken to the manager there – they can only accommodate 2 lorries at a time at their premises. Lorries come up unannounced and their security has been instructed to send them away.</p> <p>HS will speak to Matt Pochin about cleaning up the site.</p> <p>Through Groundwork and the EA there is a programme to offer companies on the estate information advice and guidance about pollution through consultations. There is also the offer of training for their staff. The opportunity came out regarding Blue Orchid and their energy efficiency programme. This is a grant programme where companies who are planning investments in energy</p>	<p>HS to speak to Matt Pochin about cleaning up the site.</p>

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efficiency can get a grant of between £2k and £20k which will cover a proportion of the cost on the projects. There is confirmation that the grants are also offered to none SMEs too moving forward due to the current Covid situation. This means there are now opportunities for companies of all sizes and sectors to access these grants.

Training courses – SL informed the board about the addition of Mental Health First Aid courses to the training schedule. These have been particularly well received. SL informed the board that courses have been postponed for now until Covid-19 is over. Microlearn is up and running and this will be promoted to companies, especially while some employees are working from home.

HS and SL have been ringing all companies on the estate one to one to provide advice on grants and to establish who is open and who isn't. All companies have been glad of emails from the BID Team containing information. 71 out of 131 are still open. 22 businesses could not be contacted via phone. 39 have temporarily closed – 12 are working from home and the rest have furloughed staff. Lots of opportunities for businesses to work with each other and network and inter trade. One company has spoken to 7 other companies on the estate who wanted to buy their goods. This would be a powerful news story on how the BID has facilitated intertrading on the estate. Some businesses were worried about security and payments and recruitment.

SL reported on the open rate of the e-bulletin which had an average of 24.5% over the past 4 weeks.

JH sits on the emergency steering group and has been feeding in the issues with businesses falling through the gaps in terms of grants and loans, social distancing and what that will look like in the public realm and traffic management.

GK is on the Cheshire Business Group where meetings take place twice a week. There is 6.1 million pounds of investment in to BID partnerships across the country which is to support BIDs in their

HS to look for other good news stories surrounding intertrading due to Covid-19 on the Estate.

	<p>first quarter. GK is unsure if this will have sector factors to it – ie town centre only or will extend to business park BIDs. GK will investigate and have conversations with the local authority.</p> <p>HS informed the board that the Hard Copy bulletin has gone out.</p> <p>The BID Team continues to support businesses on a day to day basis. HS asked if there were any questions on the report. There were none.</p> <p>PP has noticed a lot of signage on the estate on lampposts – PP asked if the BID Team could arrange to get them removed. JH will ask if a street operative can take the signs off the lamp posts – Colin Parker Rich and his team.</p>	<p>GK to look in to whether BID partnership investment will cover Industrial Estate BIDs.</p> <p>JH to ask CPR to remove signs off lamp posts.</p>
<p>BID Project Plan</p>	<p>JH has sent over a detailed project plan for the next 6 months with a budget associated to it. This includes clear objectives and outcomes the BID would like to achieve. The project plan is reviewed week on week in the team. It is business as usual apart from training courses and meetings face to face.</p> <p>JH explained to the board that they had planned to go to vote for BID 4 in the summer time – at the moment businesses have too much to think about regarding recovery for Covid-19. JH wants to push the vote back to October/November time. The Board agreed. Businesses need to be focused on recovery. The Board all agreed. No further questions.</p>	
<p>AOB</p>	<p>PP informed the board his business is still operating and he is still in touch with a lot of businesses on the estate. Businesses seem to be struggling with various issues. Not just small businesses but larger businesses seem to be struggling too.</p> <p>PP wondered if it was possible to draw on local expertise on best practice with regards to what businesses should be striving to do in terms of social distancing, finance, credit control and grants available etc. What the council is doing to help local businesses could also be covered, as well as information from the LEP HR issues with furloughing staff. HS will look in who can offer one to</p>	<p>HS to look in to this offer of help to businesses.</p>

	<p>one advice with businesses directly.</p> <p>Simon Schofield knows of a firm that is providing bespoke Perspex screens. SS to send over the info to JH. HS reported that St Lukes Hospice was low on PPE and hand sanitizer. HS linked them in to a local company on Winsford who were able to drop off PPE supplies at no cost. Also linked to another company who are supplying hand sanitizers and PPE equipment. Another company on Winsford got an order for 1.2 million masks thanks to HS links.</p> <p>JH thanked everyone for attending the meeting. The meeting was closed.</p>	<p>SS to send JH the info on Perspex screens.</p>
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Date and location of next Winsford 1-5 Executive Board meeting: TBC.