

Agenda

Meeting: Winsford 1-5 Executive Group Meeting 25th April 2008

Time: 12.00pm – 2.00pm

Location: Brand Express

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| 1. Approval of Minutes of last meeting and actions | Gary |
| 2. Payment of BID Monies Update | Iain |
| 3. Executive reports | |
| • Chair (Overall Benefit Delivery responsibility, and PR) | |
| • Vice Chair (Liaison with MK and KPI measure tracking) | |
| • Treasurer (Liaison with VRBC rating) | |
| • Business Support Theme | |
| • Security & Crime Prevention Theme | |
| • Transport Improvements Theme | |
| • Image Enhancement Theme | |
| 4. Estate Managers Report | MK |
| 5. Condition of Road One and road cleansing update | MK |
| 6. Shared Bus Resource with Gadbrook Park | GK |
| 7. Winsford 1-5 Business Awards Review | JB |
| 8. Next Winsford 1-5 Business Environment Group Meeting | All |
| 9. 2008/09 Planned Projects | GK |
| 10. A.O.B. | |

Date of next meeting TBC 2008 @ TBC

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 25th April 2008
Time: 12.00-14.00
Location: Brand Express, Road Four, Winsford Industrial Estate.

Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- Jane Byrne (Brand Express)
- Mike Kelly (Estate Manager, Groundwork)
- Iain Paton (Vale Royal Borough Council)
- Mike Denney (DJM)
- David Harrison (Henkel Consumer Adhesives)

Apologies:

- Graham Howarth (Office Link)
- Tony Kershaw (County Commercial Stationery Ltd)
- Steve Blackie (747 Freight)
- Pete Price (Office Essentials)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and actions	<p>Outstanding actions from the last meeting were:</p> <ul style="list-style-type: none"> • MK confirmed he had contact Post and Column company to discuss car parking issues on the estate. • MK met with the developer at Oasis Park, and the issue has been resolved. • GK update the group on the CCTV project explaining the two options that exist. DH raised the issue of civil work and suggested whether private companies could have a role in providing cameras. • MK has completed an audit of the estate and raised the condition of the former Cosmopolitan site, no action is reported to have been taken. • MK reported he had spoke with St.Lukes, a number of companies are already involved. St.Lukes has a go yellow day, where money is donated for everyone who wears yellow to work. The second option is an "it's a knock out" competition over the summer. • Future meetings, Gary Chester would like to see a future meeting/visit to the salt mines. <p>Minutes accepted as a true and accurate record of the last meeting,</p>	<p>MK to contact VRBC Street scene to identify whether enforcement action can be taken at VRBC.</p> <p>MK to promote the go yellow initiative to companies through the Winsford 1-5 Group.</p> <p>Insert 1-5 meeting for beginning of July. J.Byrne to establish if an event can be held at the Salt Work, IP to establish if a second forging links/AGM can be held.</p>
Collection of BID monies	<p>IP confirmed that the full BID levy had been collected in 08/09 Most accounts were settled in the first quarter of 07/08. VRBC are holding onto surplus bid monies over and above that which is in the Business Plan proposal.</p>	<p>GK to clarify whether VRBC are correct to hold onto the BID monies.</p>
Executive reports	<p>Gary Chester congratulated and thanked Jane Byrne and Jacqueline Wilson for their work towards the BID awards.</p>	

	Security and crime prevention. Dave commented that he thought the report from Cheshire Police was useful. MK reported that there had been an incident at United Utilities. GK Reported that MK was working with Graham Howarth regarding the rapid text services.	
Estate Manager Report	See attached	
Condition of Road one and road cleansing	No issues to report.	
Shared bus resource with Gadbrook Park	MK reported a request had been made by Gadbrook Business Park for Winsford Industrial Estate to support a joint bus services for the two sites. It was agreed that to make a decision, information relating to the companies shift times across the estate was required.	MK to conduct a review of companies across the estate for shift patterns and bus service provision.
Review of Winsford 1-5 Business Environment Awards	It was agreed by all that the awards were a big success. Due to uncertainties at VRBC, if it is to be repeated it will need to be completed before March 09 next year. The Executive approved a proposal for money to be diverted from the Lorry Park project and be invested three events. Then GK to produce an annual plan of events for the forthcoming year. The executive recommended that a proposal for an awards be developed for 2008/09 awards.	GK to produce an events listing for 2008/09.
Next Winsford 1-5 Group	It was suggested that Iain Paterson be invited to the next 1-5 Group to update companies on the Council's feasibility study for CCTV. It was agreed that the next meeting should be held on the 8 th July.	
2008 Winsford 1-5 Group meetings	See attached list of proposed meetings.	
Planned Project 2008/09	Greville Kelly presented a summary of planned projects for 2008/09 for implementation through the BID. One project was reported to be facing some financial restraints from VRBC, this being the unit number system, Iain Paton agreed that VRBC would consider funding any unit numbering costs which might prevent the project from proceeding.	MK to follow up the offer of funding from VRBC and establish a meeting Rebecca Race to review the Unit numbering system.
A.O.B	G Howarth – tabled the offering from FPB for. Gary Chester said the BID did not have the monies allocated for such a proposal. Gary Chester formerly recorded the thanks from the executive to Mark Smith at Jiffy Packaging, and Steve Blackie at 747 Freight who have supported the Executive Group since its establishment and are now leaving the estate.	

Date and location of next meeting: 27th June @ 12,00pm. Groundwork, Navigation Road, Northwich, CW8 1BE

Winsford 1-5 Business Environment Group Events Schedule.

2008/09

Date	Event
27th June 2008	Executive Board Meeting (Groundwork)
8th July 2008	Winsford 1-5 Business Environment Group Meeting Title:
July 2008	Security and crime prevention for front of house staff
26th September 2008	Executive Board Meeting (Henkel)
9th October 2008	Winsford 1-5 Business Environment Group Meeting Title:
16 th December 2008	Executive Board Meeting (Groundwork)
15th Jan 2009	Winsford 1-5 Business Environment Group Meeting Title:
January 2009	Winsford Industrial Estate Quiz Night
6 th February 2009	Executive Board Meeting (Brand Express)
March 2009	Winsford 1-5 Business Awards Evening

In addition to the above series of event, a comprehensive programme and training courses can be found at <http://www.winsford1-5.co.uk/About/TrainingEvents.php>

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ESTATE MANAGERS REPORT APRIL2008

- New companies welcomed to the estate including Wachs, Belas of Cheshire, Easier Debt, Envisage Media, Bentley and Pars.
- Introduced Kevin Morgan (Smokehall Lane) to a number of companies on the estate with a view to making better use of his premises and assisting our own community with some capacity issues
- Initial roof work commenced on the Tesco/Wincanton site
- Attended local jobs fair to promote estate
- Made aware of a £18K generator theft from road one and provided security advice
- Worked with Transco to clean up unsightly entrance
- Corporate manslaughter seminar planned for May
- Planning application for exit signs finally granted. To be positioned w/c28th April
- To promote web site 42 signs erected across the estate. Promptly removed by VRBC. These signs have been retained and will be put back up in due course on private land.
- To promote Selectamark scheme signs placed on lampposts after discussion with various parties. Promptly removed by VRBC even whilst a discussion taking place with VRBC representative about the issue
- Arranged for a trailer to tour town on 14th May to promote web site and estate in general.
- Arranged for 12000 leaflets to be distributed by royal mail across CW7 postcode w/c 5TH and 12TH of May
- Assisted estate company with short term parking problem
- Met with St Lukes Hospice to try and generate estate interest in the work carried out and also to promote GO YELLOW day and also It's a Knockout competition
- Breakfast networking curtailed due to lack of demand
- Awards night roaring success

- Three good news stories appeared in the local press w/c 21/4. Linpac expansion, Finnings raised £1000 for St Lukes, Reflec continue to innovate and develop high tech systems.
- Estate audit undertaken
- New entrance boards erected with companies in alphabetical order.
- Distributed Easter Eggs donated by Henkel to Greenfield estate
- Met with VRBC to discuss erection of entrance banners. Quote obtained for consideration.
- Worked with CCC/developer on road three road issues
- Programme of free training courses arranged for estate companies to cover certified courses in first aid / health and safety
- Next free courses, 23rd May, Health & Safety, 5th June , Appointed First Aiders
- Bowers/Iveco garage on road three relocated to Wincham after striking a deal with VRBC to relocate various services based outside of Winsford to the road three premises
- Ians Taxi company off Wallace Court relocating to road five
- Kindertons are building new facilities on road three
- Continued to make myself available to any company on the estate for general information and assistance.

Mike Kelly
Estate Manager

BID expenditure plans for 2008/09

In 2008/09 the BID will be funding the implementation of the following projects and services:

Image

- Installation of Cheshire fencing improvement scheme at the northern entrance to the estate;
- Installation of poles and banners at strategic locations throughout the estate;
- Installation of lighting to illuminate the main entrance signs to the estate.
- Continue development work with the Unit Numbering system;
- Business frontage charter.

Security

- Participation with Vale Royal Borough Council CCTV Feasibility Study in order to plan for an effective, monitored CCTV system on the estate;
- launch of a 24/7 rapid text service.

Business Support

- Employment of an estate manager;
- Provision of an environmental legal update service to companies;
- Development and maintenance of the Winsford1-5.co.uk website;
- Provision of a range of health, safety and first aid training services
- Regular estate news bulletins;
- Adverts and leaflet drops to promote the estate and the jobs bulletin board on the estate website;
- Provision of business networking events and the regular Winsford 1-5 Business Environment Group meetings.

Transport

- Maintenance of the car share website,
- Seek out opportunities for a lorry park facility, review of bus timetables across the estate.