

Agenda

Meeting: Winsford 1-5 Executive Group Meeting Friday 6th February 2009

Time: 12.00pm – 2.00pm

Location: Ambassador Packaging, Road One, Winsford Ind Estate

- | | |
|---|------|
| 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. New treasurer for the Group | All |
| 5. Estate Managers Report | MK |
| 6. Awards update | JB |
| 7. 2008/09 Major Projects Update | |
| • CCTV Project | GK |
| • Image enhancement scheme | GK |
| • Unit numbering system | MK |
| 8. 09/10 Meeting Dates | GK |
| 9. 09/10 Projects | GK |
| 10.A.O.B. | |

Date of next meeting, TBC

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 6th February 2009
Time: 12.00-14.00
Location: Groundwork Cheshire, Navigation Road, Northwich.

Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- Jane Byrne (Brand Express)
- Mike Kelly (Estate Manager, Groundwork)
- Pete Price (Office Essentials)
- John Roberts (Iveco)

Apologies:

- Graham Howarth (Office Link)
- Iain Paton (Vale Royal Borough Council)
- David Harrison (Henkel Consumer Adhesives)
- Tony Kershaw (County Commercial Stationery Ltd)

Agenda Item	Minutes	Actions
Awards Update	103 People are invited and coming to the Awards tonight. JB thanked: <ul style="list-style-type: none"> • Iain Paton • Mark Bamford • Melanie Mclachlen • Jacqueline Wilson GC thanked Jane Byrne for organising this years event and for staying on after leaving the estate. PP asked how easy it was to get people in to the awards? JB explained it had been more difficult to get people in this year.	
Approval of minutes from last meeting and actions	Outstanding Actions <ul style="list-style-type: none"> • GK Invoice remaining £4000.00. • GK include BID software in the BIDs issue paper to go to CWAC. • MK to send companies details of Cheshire Highways complaints line to all companies. • GK to progress training on procurement. • IP/GK liaise with New Authority regarding speaker from Economic Development. Minutes were agreed an accurate records.	
Collection of BID monies	Pete Price stated that collection may provide more difficult next year due to the current economic climate. GK informed group that the BID levy leaflet was being prepared.	
Executive reports	GC informed the Group that he was really please with progress to date. A very successful year to date, the Estate Quiz was a great night, the Awards are looking to be another excellent event, the physical enhancements are progressing. Pete Price stated he was looking forward to the flags and banners being installed.	

The UK's First Industrial Estate Business Improvement District

<p>Business Support – Pete Price reported that he had received an enquiry regarding re-establishing the Breakfast Networking club. It was suggested that an online message board be developed for 1-5.co.uk to promote inter trading.</p> <p>Security and crime prevention – Following the incident Gary Suggested that a donation of £50 be made following the fatality.</p> <p>Pete Price reported that the rapid text service was proving effective.</p> <p>Crime – GK reported there had been 9 crimes between start of September and the end of December. There were a total of 41 incidents.</p> <p>Transport – John has been working with Mike to push for improvements across the estate. MK reported that the John had done a good job and is getting some issues resolved relating to highways.</p> <p>Peter Price asked about the gritting on Road Five. MK reported that there used to be a bin on Road Five. MK to try and obtain a bin from Linn Pac.</p> <p>Image Enhancement – Covered later in Agenda.</p>	<p>GK to contact Green splash to obtain a price for a message board.</p> <p>MK to arrange donation.</p> <p>MK try and arrange for a new grit bin for Road 5.</p>
<p>New Treasurer</p>	<p>A number of possible business people were discussed to fill the position.</p> <p>MK to speak to various possible candidates discussed to establish interest in the Group and role of the Treasurer.</p>
<p>Estate Manager Report</p>	<p>See attached report.</p>
<p>Major projects update</p>	<p>CCTV Project GK provided an update on the CCTV project as follows: Live date is likely to be August/September 2009. Further delays have occurred due to time taken to complete BT surveys and also order lead time from Cheshire County Council for CCTV ducting work and replacement lampposts. GK reported that in order to meet the performance requirements set by the contract, the supplier of camera had now increased the specification of the cameras, resulting in an increase in price of £8625 for the cameras. The civils had also increased in price to £8869 from £7500. The outcome of this is that the security budget will be exceeded by £11,904 at the end of the BID, however this will be made up for by under spends on Transport.</p> <p>PP suggested that signage needs to be reviewed once the CCTV system is in place.</p> <p>Image Enhancement Scheme GK updated the Executive on the improvements which were being implemented in February and March 2009. These included installation Cheshire fencing, planting of a hedgerow, laying of a hedge, new planting at either entrance and installation of 5 poles and banners at the entrances to the estate. The contract for this work had gone out to competitive tender, with five companies responding. The cheapest response was for the work to cost £35,523. This was accepted, and was within the budget of the BID for image enhancements.</p> <p>Unit Numbering</p> <p>MK to send out a letter to notify companies of the</p>

	This is progressing and will be completed in the forthcoming months.	proposed unit numbering system for the estate and inviting companies to view the plans on a set date and inform of the planned unit number signs.
2009/10 Meeting Dates	GK shared the attached proposed meeting dates for the 1-5 Group and the Executive, Executive member expressed an interest in a motivational or sales based talk at a 1-5 meeting or a HR update for estate companies from a HR provider: Topics agreed: <ol style="list-style-type: none"> 1. LGR and economic development 2. HR update 3. Procurement or sales 4. Police and security 	PP to email GK details of HR company. GK to set out plans for 2009/10.
2009/10 Projects	GK presented the BID expenditure plans for 2009/10. See attached. The car share website was reviewed. It was agreed not to cancel this but to review the option for promoting the scheme.	MK and JR to produce a one page plan to promote the car share website.
A.O.B	PP enquired what had happened to the Jungle Gyms sign. PP reported that web access is poor for him, he had heard from his ISP that there were imminent plans for improving web access speeds across Cheshire. PP asked if signage from the motorway could be improved. GK advised that this had been addressed with CCC and the response had been no. Pete Price mentioned recycling and asked is there an opportunity to recycle products across the estate that small businesses struggle to dispose. Gary Chester has been sent information regarding a nationwide business tidy day.	MK to obtain information from PP and email out to companies. MK to liaise with Pete price and Gary Cliffe regarding recycling across the estate. GC to forward the information regarding the initiative.

Date and location of next meeting: 24th April 2009 TBC

ESTATE MANAGERS REPORT 09

- Major road repairs undertaken over three weekends in Feb for roads 1 and 5
- AWARDS NIGHT attracted 103 guests, evening was a great success
- Unit numbering.....
- Training on first aid and health and safety delivered
- Cheshire fencing and poles
- Incident on Oasis Park with a vehicle accidentally smashing roller doors
- Following the above incident Rapid Text won 21 new subscribers
- Salt storage container purchased for road five accident black spot
- Audit undertaken on 20th February
- Theft from Finnings over the weekend 20/21ST Feb. Goods and vehicle stolen. Vehicle burnt out.
-
- Some cropping of weeds and deadwood on road two undertaken by vrbc
- Instruction given to sign maker to amend signage to reflect changes and also clean existing road signs
- Fatality on road 1 when a car left carriageway and struck pedestrian in the early hours of 31st Jan
- Quiz night went ahead with 130 participants
- Awards night attracted 103 participants
- Moving out of Meridian House are LGM Foods and Ben Sugarman
- SMH toured companies on the estate and placed business with DJM

The UK's First Industrial Estate Business Improvement District

Supported by:



Managing Agent:



- School mailing service visited estate and are negotiating with a number of companies about possible relocation
- Enquiry from a pre school business looking for premises. Visit arranged.
- Significance of one contract held by Ambassador contributing to spin off work for five other estate companies
- Working with vrbc to finalise unit numbering for estate

BID expenditure plans for 2009/10

In 2009/10 the BID will be funding the implementation of the following projects and services:

Image

- Installation of lighting to illuminate the main entrance signs to the estate;
- Continue development work with the Unit Numbering system;
- Image enhancement work outside the sub-station on Road One;
- Maintenance works for key sites;
- Launch of the business frontage charter.

Security

- Commissioning and completion of the CCTV installation;
- Distribution of Selecta Mark to new companies across the estate;
- Continuation of the 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.

Winsford Industrial Estate Business Improvement District Schedule of Meetings

Month/Year	Annual General Meeting	1-5 Business Environment Group Meeting	BID Executive Meeting	Annual Awards
Apr-09		28.04.09	24.04.09	
May-09				
Jun-09			26.06.09	
Jul-09		03.07.09		
Aug-09				
Sep-09			18.09.09	
Oct-09	09.10.09	09.10.09		
Nov-09				
Dec-09			17.12.09	
Jan-10		21.01.10		
Feb-10			12.02.10	