

Agenda

Meeting: Winsford 1-5 Executive Group Meeting Monday 11th May

Time: 12.00pm – 2.00pm

Location: Ambassador Packaging, Road One, Winsford Ind Estate

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| 1. Approval of Minutes of last meeting and actions | Gary |
| 2. Payment of BID Monies Update | Iain |
| 3. Executive reports | All |
| 4. New treasurer for the Group | All |
| 5. Estate Managers Report | GK |
| 6. National Liftshare Day – Tuesday 9 th June | GK |
| 7. 2009/10 Major Projects | |
| • CCTV Project | GK |
| • Image enhancement scheme | GK |
| • Unit numbering system | GK |
| 8. A.O.B. | |

Date of next meeting - 26th June, Location TBC

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 11th May 2009
Time: 12.00-14.00
Location: Ambassador Packaging
Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- Pete Price (Office Essentials)
- John Roberts (Iveco)
- David Harrison (Henkel Consumer Adhesives)
- Graham Howarth (Office Link)

Apologies:

- Mike Kelly (Estate Manager, Groundwork)
- Iain Paton (Cheshire West and Chester Authority)
- Tony Kershaw (County Commercial Stationery Ltd)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and actions	<p>Minutes agreed of last meeting were agreed.</p> <p>Matters arising not covered in the agenda: Website - GK/DH to speak to Greensplash re: RSS feed from website and chase quote for bulletin board.</p> <p>£50 donation - The Executive were informed that the £50 donation for flowers for the young man who sadly died due to a road traffic collision was not made due to a notice not being put into the paper by the family.</p> <p>Increased web speed - Pete Price reported that the enhanced web speed he had hoped for had not yet been fully realised.</p> <p>Estate recycling - Peter Price reported that Gary Cliffe had committed to getting in touch Pete Price that he would approach him.</p>	
Collection of BID monies	<p>GK reported that due to pressures on Iain Paton at Cheshire West and Chester Council he was not able to attend today's meeting. Greville informed the executive that the full amount had been received by Groundwork in line with the BD proposal in 2008/09.</p> <p>All BID rates bills had been reported by Vale Royal Borough Council to have been sent out.</p>	
Executive Update	No significant updates were reported by the Executive that are not covered by further agenda items.	
New Treasurer	The Executive had received one person as a nomination for a new executive on the Group. It was agreed to invite the nominated person to the next meeting where they would be formally voted on and invited to become treasurer.	GC to invite nominated new BID executive member
Estate Manager Report	<p>See attached report.</p> <p>GC reported that the response to the travellers from Cheshire Police in the last quarter was excellent.</p>	
National Lift Share Day	GK informed group of progress, and Mike Kelly's plans to co-ordinate the day to encourage uptake amongst employees in using the lift share website.	MK to produce an email flyer for the day and work with John and produce a marketing plan.
Major projects	CCTV Project	

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update	<p>Greville Kelly informed the executive that the project was close to completing the feasibility work needed to commission the CCTV. The final element was for the Local Authority to receive information relating to the size of the cameras and the camera contrails to enable the new lamppost to be procured which will then house the controls for the system.</p> <p>Greville Kelly also informed the executive that Extreme Solution (the CCTV provider) were asking for orders prior to the project proving feasible. The Executive expressed some nervousness about the project and the capability of the company.</p> <p>Image Enhancement Scheme Greville informed the executive of the plans to commission the enhancement works outside of the substation and the installation of the lighting on the entrance signs. Gary Chester commented that the large square containers had not been planted up.</p> <p>Unit Numbering Greville Kelly reported that the project had been delayed by personnel changes due to Local Government Reorganisation. However a mock of the proposed unit number signs had been commissioned and this would be shared with the group in the next few weeks.</p>	<p>GK to supply GC with Extreme's company number for a Credit Check.</p> <p>MK to contact CWAC to request these containers be replanted for the summer season.</p> <p>MK to contact new contact at CWAC to progress the unit numbering system.</p>
A.O.B	<p>Gary Chester asked about the prospect of a lorry park facility within the lifetime of the BID. John Roberts reported that this was unlikely due to the 8 possible sites that have been investigated over the lifetime of the BID not proving feasible.</p> <p>Pete Price has a lady returning to work who is looking for a nursery. Could a nursery be considered for child care on the estate.</p> <p>Pete reported that he had been contacted by the council re: a corporate TAG festival</p> <p>Pete Price raised the issue of succession planning and the next BID. Pete stated that he believes that recycling/environmental programmes should be included in the next BID. Greville Kelly reported that in preparation for this he would prepare a timetable for development of the next BID.</p> <p>Greville Kelly reported that there was an opportunity for Groundwork to utilise ERDF Funding to provide support to companies to recruit people. Greville Kelly informed the group that he would be using some of the funding currently paid to Groundwork to match fund this project.</p> <p>Greville Kelly also reported that due to development in his role at Groundwork, the day to day Project Management of the BID may be passed to a new project manager. Pete Price requested that Greville still hold a role taking accountability for the overall project, Greville Kelly confirmed that this would remain the case.</p> <p>Gary Chester reported that he had been approached by St.Lukes regarding a super draw. The exec agreed a corporate donation from the BID would not align with the BID business plan, however the Group are happy to support this and promote it to companies.</p>	<p>GK set out a timetable for the development of the next BID.</p>

Date and location of next meeting: Friday 7th July at Henkel 12pm-2pm

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2009/10 Major Projects – May Update

CCTV

- Awaiting final specification data from Extreme Network solutions.
- BT Survey completed in the last quarter confirmed that there was no need for additional ducting.
- CWAC have provided lead in times for replacement lampposts, which will be designed to accommodate the CCTV systems
- Once final specification data has been supplied from Extreme, and passed onto CWAC, the orders for the Lampposts and the CCTV camera will be placed.
- Extreme Networks response rate has generally been poor to requests for additional information. Pressure is being applied to resolve this poor response rate.
- The CCTV consultant has confirmed that Cheshire East have signed an agreement with Extreme Networks for the monitoring services.
- Project is within the revised budget levels previously communicated to the Executive Board.

Image Enhancement

- The 12 month maintenance programme will begin on the recent enhancements.
- Agreement is to be sought from Mike Solari for ownership to be handed to CWAC, however Mike Solari is proving difficult to get hold of.
- There are plans to proceed with enhancements outside the Substation and solar powered lighting in 09/10. These plans will be progressed in the next quarter.

Unit numbering

- The officer that Mike Kelly was working with retired on the 31st March 2009.
- Mike Kelly has been attempting to liaise with this officer's line manager, however with limited results.
- A design for the signs has been produced.
- A mock up of this is proposed to be produced.