

Agenda

Meeting: Winsford 1-5 Executive Group Meeting Tuesday 7th July

Time: 12.00pm – 2.00pm

Location: Henkel, 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. Draft Accounts from 2008/09 | |
| 4. Executive reports | All |
| 5. Estate Managers Report | GK |
| 6. 2009/10 Major Projects | |
| • CCTV Project | GK |
| • Image enhancement scheme | GK |
| • Unit numbering system | GK |
| 7. Winsford Ind Estate BID 2011-2016 | |
| 8. A.O.B. | |

Date of next meeting - 18th September 12-2pm . Location TBC

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 7th July 2009
Time: 12.00-14.00
Location: Henkel, Road
Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- David Harrison (Henkel Consumer Adhesives)
- Tony Kershaw (Byron Office Supplies)
- Mike Kelly (Estate Manager, Groundwork)
- Iain Paton (Cheshire West and Chester Authority)

Apologies:

- Graham Howarth (Office Link)
- Pete Price (Office Essentials)
- John Roberts (Iveco)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and actions	Minutes agreed of last meeting were agreed. Matters arising not covered in the agenda: <ul style="list-style-type: none"> • GC still to contact new executive member. • Credit check was completed on Extreme Networks, and no issues were identified from the information received. • Planters have been planted up for the summer • Mike Kelly has contacted CWAC 	
Payment of BID monies	No issues of concern regarding collection were reported.	
Draft Accounts	<p>GK presented the annual report and accounts. These show expenditure of £78,315, with an additional £22,500 of expenditure coming from the provisions made in 07/08 for completion of the image enhancements work. Therefore the total expenditure for the BID in 08/09 was £100,815. After a provision for CCTV has been made, to enable this project to be completed, the year end income and expenditure figures produced a deficit of £7,244 The BID generated income of £95,276 in 08/09. £84,833 from the BID levy, the remainder coming from contributions from Vale Royal Borough Council, estate awards and bank interest. The BIDs surplus to date is now £16,181.</p> <p>Gary Chester asked Greville Kelly to prepare an income/expenditure forecast for the BID for the remaining two year, to enable the executive to assess the feasibility of planned projects and the likely funding available for development of a successor BID.</p> <p>Due to the Executive Groups treasurer leaving the estate earlier in the year, and therefore having to resign as treasurer, Gary Chester as Chair stated that he would sign off the accounts for 08/09</p>	<p>GK to prepare re-forecast for the project</p> <p>Murray Smith to change treasure sign off to Gary Chester</p>
Executive Reports	Gary Chester reported that he is intending to stand down as chair for the next BID. He is planning to do this to provide another person from the estate to take a lead on the successor BID. At the end of his tenure, Gary will have been Chairman for seven years,	

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	<p>Security - Dave Harrison reported that there had been a recent increase in HGVs being targeted on Road Five. Dave Harrison also stated that he was keen to see the CCTV cameras installed ASAP. <i>See major projects update for further information on this action.</i></p> <p>Image enhancement – A Big Tidy day has taken place on the estate, and the planters have been replanted along with the footbridge area on Road Two. Gary Chester reported that he is receiving very positive feedback regarding the image of the estate.</p>	
<p>Estate Manager Report</p>	<p>See attached report.</p> <p>Mike has been receiving lots of enquiries as to who will occupy the old Tesco site redevelopment.</p> <p>AMS will be in their new premises on Premier Park in October. Mike Kelly also reported that he has been discussing an inward investment opportunity with a mailing company.</p> <p>Gary Chester asked how the arrival of children’s play areas was impacting on the estate. Mike Kelly reported that at weekends the sites were busy. Mike Kelly further explained that good relations were established with the companies and the historical issues between the company’s neighbours and the play areas were reported to have subsided.</p> <p>Mike Kelly reported that Saica do not intend to demolish the site once they leave. It is likely to be maintained for future development opportunities.</p> <p>A few parking issues were reported that exist on Road One/Road Four junction which are being monitored.</p>	
<p>Major projects update</p>	<p>See attached report</p> <p>To raise the profile of the CCTV camera, the question was asked whether lampposts could be painted (orange).</p>	<p>GK to ask if the lampposts can be painted.</p>
<p>Winsford Industrial Estate BID 2011 - 2016</p>	<p>Greville Kelly stated that there could be an opportunity to link the next BID with a project at Woodford Park, Winsford, and asked for the Executive’s feedback on this. The general feedback provided was that this would not be of interest to the Executive.</p> <p>Greville Kelly presented an outline plan for developing a successor plan for the next BID. Questions were asked about the development costs. Greville Kelly reported that these are unknown, however he stated that an budget could be prepared for the next Executive meeting in September.</p>	<p>GK to outline development costs for the next BID in the reforecast.</p>
<p>A.O.B</p>	<p>Cheshire West and Chester Council Update – Iain Paton provided an update on the new Council. As part of this Iain Paton confirmed that for the short term he would remain the CWAC point of contact for the Winsford BID, however there were further planned changes to the Council structure which would be coming into place over the coming 3-4 months.</p> <p>Mike Kelly has had a request from the former Treasurer of the Winsford 1-5 Business Environment Group Jane Byrne to support a ‘Wild Hair Day’ to raise money for local schools. This executive agreed to support this initiative.</p>	

Date and location of next meeting: 18th September 2009 12- 2.00pm

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ESTATE MANAGERS REPORT SUMMER 09

- Fatality on road 3
- National Lift Share Day 9th June, signage and banners across estate
- BIG TIDY 12TH June with 20 volunteers, working in Ion Path area
- Unit numbering. Now waiting for council to activate. Mock up sign produced
- Training on first aid and health and safety delivered. New courses set for October
- Cable laying on road 4 and road 1 by Carillion to enhance estate power capacity
- Theft of copper cable generator leads from company on road 1
- ACAS consultancy day 19th May
- Highways meeting 21st May
- Frontage Pledge launched at Flexfilm
- Weeds chopped back down road two, request for weedkiller
- RTA on road 1, Friday 12th June
- Theft over weekend 12/13th June at IHS
- Trade counter opened at Ki Chem
- Combined Tyres taking additional premises on road four
- Post & Column taking additional space on road four
- Moving out of Meridian House, IBR and UK Card Processing
- Old Tesco /Wincanton site construction completed
- New developments at Premier Park nearing completion
- Cosmopolitan Textile car park about to be developed
- VKR Logistics re location to Ion Path
- Bedding plants in all planters along road one

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2009/10 Major Projects – July Update

CCTV

In principle it has been agreed to use the existing lampposts for the mounting of the cameras. With the cameras being mounted at 7M above ground level. The use of the existing lampposts is conditional upon there being no movement in the camera (and therefore the image produced and viewed at the monitoring station) under wind conditions up to Force 4. Should this not be achievable then the lampposts will be changed to heavy-duty types. CWAC is to advise whether the requirement is achievable with the existing lampposts or if they need to be changed.

In addition it was agreed that Cheshire West and Chester Council, Highways and Transportation will provide either a street cabinet or a feeder pillar to accommodate the Exstream Networks equipment and powers supplies. They will also be providing ducting between the street cabinet / feeder pillar to accommodate cabling and power supplies. Exstream Networks will inform Cheshire West and Chester Council of the dimensions for the street cabinet / feeder pillar, the distance it should be located from the lampposts and the power supply requirements. They are also to advise of the containment requirements within the lampposts. Cheshire West and Chester Council will ensure the provision of appropriate power supplies and containment as well as break-out points in the lampposts.

Once the forgoing has been established CWAC will provide costs to Nick Saunders who will request the Client issue a purchase order for the works together with a cheque for the works. Nick will also advise the Client to raise an order for the Exstream Networks part of the works in line with what has been previously agreed.

BT are to provide ductwork to the street cabinet / feeder pillar under contract to Exstream Networks, who for the purposes of this project will be responsible for ensuring this happens.

Thereafter all parties will submit sufficient information to Nick Saunders to allow the preparation of a Programme of Works.

With regards to other Client requirements. The Client will be required to enter into an Agreement to use the lamppost to include liabilities on the parties. In addition the Client will need to write to Scottish Power regarding the use of an un-metered supply and to arrange payment for that supply. Ian Jones is to provide information to assist with the Agreement and the un-metered power supplies (contact name and address).

Image Enhancement

- The 12 month maintenance programme will begin on the recent enhancements.
- Agreement is to be sought from CWAC 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. Experiencing difficulties in obtaining a response from CWAC to enquiries.

Unit numbering

- The official unit number process has been completed by CWAC.
- The job of rolling the project out has now been passed to the estates management tea.
- A mock up of this is proposed to be produced.