

Agenda

Meeting: Winsford 1-5 Executive Group Meeting 16th December 2008

Time: 12.00pm – 2.00pm

Location: Groundwork Cheshire, Yarwoods Arm, Navigation Road, Northwich.

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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. Award update | JB |
| 6. 2008/09 Major Projects Update | |
| • CCTV Project | GK |
| • Image enhancement scheme | GK |
| • Unit numbering system | MK |
| 7. Shared Bus Resource update | GK |
| 8. Next Winsford 1-5 Business Environment Group Meeting 15 th Jan 09 | All |
| 9. A.O.B. | |

Date of next meeting, 6th February 2009, 12-2pm. Location TBC

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 16th December 2008
Time: 12.00-14.00
Location: Groundwork Cheshire, Navigation Road, Northwich.

Present:

- Greville Kelly (Groundwork)
- Tony Kershaw (County Commercial Stationery Ltd)
- Gary Chester (Chairman)
- Jane Byrne (Brand Express)
- Mike Kelly (Estate Manager, Groundwork)
- Iain Paton (Vale Royal Borough Council)
- David Harrison (Henkel Consumer Adhesives)
- Pete Price (Office Essentials)
- Graham Howarth (Office Link)

Apologies:

- John Roberts (Iveco)

| Agenda Item | Minutes | Actions |
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| Approval of minutes from last meeting and actions | <p>GC Thanked Jayne Burn for her contribution to the 1-5 Group. Jane is now leaving the estate to follow a new career.</p> <p>Actions from last meeting: Approved as a true and accurate records GC has responded to John Jeffries regarding the signage IP reported that the life style centre can be used for a future 1-5 meeting. IP</p> <p>All action points covered in the Agenda</p> | <p>IP to set a date for the another forging links event.</p> |
| Collection of BID monies | <p>Three companies are being chased for outstanding payments.</p> <p>The collection of BID monies under the new authority was questioned by GC.</p> <p>GC raised the issue of the new authority for collecting the levy.</p> | <p>GWK to invoice the remaining 4k for 08/09.</p> <p>IP to establish the process for BID collection under the new Authority.</p> |
| Executive reports | <p>GC – Nothing significant to report since the last meeting.</p> <p>JB – Nothing to report. Jane thanked the entire Executive for the experience of working with the companies.</p> <p>Peter Price – Nothing to report.</p> <p>Security – 70 subscribers now onboard with the rapid text service. Selecta Mark kits continue to be distributed.</p> <p>Transport – MK reported in John Roberts absence, that he has been in contact with Cheshire Highways. A telephone meeting has been arranged between Richard Flood (CCC) and John Roberts. The state of Road one was discussed. An issue has been identified with Black</p> | <p>Inspector B Snasdell to be invited to attend the awards.</p> <p>MK to approach CCC to obtain a gritting bin for Road</p> |

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| | <p>Ice on Road Five. There are no arrangements for gritting. It was suggested that the use of the CCC highways helpline/email address to be shared with the executive.</p> <p>Tony Kershaw – An estate audit has been conducted. This has identified a number of areas that need to be addressed.</p> | <p>Five.</p> <p>MK to share the email address for complaints to Cheshire County Council.</p> <p>MK to follow up Mike Solari regarding outstanding items for improvement.</p> |
| Estate Manager Report | <p>See attached report.</p> <p>Estate Quiz night is being planned.</p> <p>There is the potential for a ministerial visit to the estate. If this does happen it will be on the 8th January.</p> | <p>MK to arrange for a poster to be produced. One of these to be shared with Henkel.</p> |
| Awards Update | <p>Leftwich community high school have been booked. Caterers have been booked and the menu to be agreed in the new year. Promotional items have been ordered and will be delivered in the new year. It was agreed that Rob Tickle from Profile would be used to take pictures of the award winners. Mark Bamford who commissioned sound and lighting last year has been asked to make the same arrangement for the 2009 awards.</p> <p>Mike has reported that a number of companies are planning on making an application. A number of other companies are applying for tickets.</p> <p>It was suggested that the next Executive Meeting should be held at the Civic Hall on the 6th February.</p> <p>GC suggested it would be good to invite the past VRBC staff who have been supportive of the BID, Anne Bingham-Holmes, Noel O'Neil etc. GC supported the idea of having a Winsford 1-5 table.</p> <p>MK suggested Cheshire Fire Brigade and Mike Worthington/Cheshire Chambers of Commerce.</p> | <p>GC to arrange for a 1-5 table.</p> |
| Major projects update | <p>GK reported CCTV progress and that the scheme was feasible although was facing some slippage.</p> <p>GK reported enhancement scheme progress. GC asked whether lighting was to be installed at above the entrance signs.</p> <p>MK reported that he has been invited to a meeting with VRBC to discuss the signage and unit numbering project.</p> | |
| Shared bus service with Gadbrook Park | <p>GK reported this service was now dependent upon the BID being implemented. Likely July 2009.</p> | |
| Next 1-5 Group meeting | <p>IP to report back on the a future venue for the next meeting. GC suggested the Council Chambers. GC asked that the new Director of Economic Development present on the new authorities plans for business support and BIDs.</p> | |
| A.O.B | <p>Graham Howarth suggested that the 1-5 Group should make progress towards lobbying Local Authorities to encourage local procurement. GC suggested that a head of procurement should also be invited to</p> | <p>IP, GH and Gk to agree a support package.</p> |

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| | present at the next meeting on the 15 th January. GC presented JB with a small token of appreciation. | |
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Date and location of next meeting: 6th February 2008.

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ESTATE MANAGERS REPORT DECEMBER 08

- Made aware of some companies making redundancies in the new economic climate.
- Whilst manufacturing and financial services are taking a hit on the estate there are some companies who are bucking the trend and continue to expand and prosper
- Training programme for 09 prepared for estate companies
- Various transport issues discussed with CCC Highways including incidents on road five, condition of road one etc
- Planning application now in for the erection of poles and banners for road one
- Planning application now in for erection of Cheshire fencing at northern entrance to estate
- Audit undertaken with VRBC, particular reference made to road two and road three weed growth
- Vandals caused £200k damage on building site to rear of Premier Park
- Rapid Text service now working well with calls being sent out from Office Link within a 5 minute time frame to 70 subscribers.
- Quiz night arranged for January 15th, 80 entrants so far.
- Awards night promotion underway
- New companies to the estate include Calf Company and TNG
- Arrangements being made to upgrade the estate entrance boards
- Spray patch repairs on road one carried out by CCC
- Met with Job Centre plus regional managers to discuss estate recruitment issues
- Possible visit to estate by James Purnell the cabinet minister on Jan 8th
- Welcome pack now in place for all new estate companies
- Tours of the estate and introductions given to 3 organisations

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