

Agenda

Meeting: Winsford 1-5 Executive Group Meeting

Date: 11th August 2006

Time: 12.00pm – 2.00pm

Location: County Commercial Stationary, Ion Path

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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. Planning Consultations Proposals | Gary |
| 5. Dedicated PC support proposal | Greville |
| 6. Presentation of Selecta Mark Vs Smart Water for recommendation | TBC |
| 7. Martin Thornhill – Industrial Artwork Proposal | Martin Thornhill |
| 8. Estate Managers Report | Greville |
| 9. Feedback on SLA's | Greville |
| 10. Business Networking events | All |
| 11. Next estate bulletin | Greville |
| 12. Winsford 1-5 Meeting Agenda | Greville |
| 13. A.O.B. | |

Executive Board Minutes

Meeting: Winsford 1-5 Executive Board Meeting
Date: 11th August 2006
Time: 12.00-14.00
Location: County Commercial Stationary Ltd, Road Four

Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- Pete Price (Office Essentials)
- Jane Byrne (Brand Express)
- Tony Kershaw (County Commercial Stationery Ltd)
- Iain Paton – VRBC
- David Harrison (Henkel Consumer Adhesives)

Apologies:

- Mike Kelly (Estate Manager, Groundwork)
- Sean Alker (DJM Logistics)
- Mark Smith (Jiffy Packaging)

Agenda Item	Minutes	Actions
Minutes of last meeting and actions	<p>Minutes of last meeting were accepted by the Board.</p> <p>The 16 Actions from the last meeting were being progressed or were complete except for the 4 actions opposite.</p>	<p>Gary Chester to raise the issue of maintenance of the main entrance boards with VRBC with a view to getting Wallace Court on the main entrance boards.</p> <p>Mike Kelly to produce a schedule of customer care</p> <p>Gary Chester to contact VRBC to register the group's interest in sponsoring an award next year.</p>
Payment of BID Monies	<p>An update was provided from Vale Royal Borough Council. Of the 146 rateable properties. Just 15 properties were yet to pay their BID levies. This equated to approximately £10,000 of BID monies. The executive endorsed VRBC's approach, which will now involve legal action against companies who have not settled their BID levies.</p> <p>Gary Chester stated it was important that all companies settle their BID levies, in order to prevent freeloaders within the industrial estate, and ensure that the funds are collected to ensure the BID delivers the proposal on which companies voted.</p> <p>Some of the non-payers were property owners. It was agreed that Mike Kelly should contact all property owners to ensure that they are aware of all the benefits the BID will bring to companies seeking to invest in the estate.</p> <p>Groundwork was also instructed by the Board to raise an invoice for £75,000 + VAT in order to transfer the collected BID monies from VRBC to the Winsford 1-5 BID account within Groundwork Environmental Services (Cheshire) Ltd.</p>	<p>Mike Kelly to contact all property owners.</p> <p>Greville Kelly to raise invoice to VRBC for BID monies.</p>
Executive	Chairs Report	

Members Reports

Gary Chester has attended one meeting. This was with the Planning Department at Vale Royal Borough Council (VRBC), see agenda item 4 for further details.

Treasurers Report

Jane Byrne reported that the latest bank statement had been received for the Winsford 1-5 Bank account. This account has just over three thousand pounds within it. Groundwork were instructed to transfer this money to the Winsford 1-5 BID account within Groundwork.

The executive discussed approaches to managing any under spend at year end. **The Board agreed** that where clear purchasing commitments had been made or identified, that these monies would be accrued into the accounts, in order to ensure the BID has sufficient funds to deliver the proposal.

Business Support

Pete Price reported that he had been consulted by Mike Kelly on a proposed crown green bowling event for a social event for estate companies. However due to time constraints and holidays such an event had not been organised. **The executive then agreed to organise a charity fun run later in the year around the estate to raise funds for a local and a national charity.**

In addition the **executive agreed to hold a more formal networking event later in the year** (February/March 2007), possibly as part of the AGM.

Security Update

Dave Harrison reported that he was keen to see an overall security review from Cheshire Police. Greville Kelly stated that Mike Kelly had obtained quotes for CCTV and he had also met with Selecta Mark to obtain a quote for a security marking system. The prices between Selecta mark and Smart water varied significantly. Both were under the BID budget.

It was agreed that Gary Chester and Dave Harrison would meet to approve either Selecta mark or Smart water as the property marking system for the estate.

Transport Update

Sean Alker was on Holiday so unable to report back. However in his absence Gary Chester reported that the planning application for a lorry park at the Brighton Belle had been re-submitted, and the planners had reported that many of the local objections were weak, and therefore were unlikely to affect the application.

Image Enhancement

Tony Kershaw has met with VRBC and Mike Kelly to discuss image enhancements and the process for the quarterly estate audits. It has been agreed by VRBC that a representative would accompany Mike Kelly on future estate audits.

A proposal for some industrial art work was tabled at the

Groundwork to transfer all the funds from the Winsford 1-5 Business Environment Group bank account to the Winsford 1-5 BID account within Groundwork.

MK and PP to co-ordinate a charity fun run.

Gary Chester to set a date for an AGM/networking event.

Gary Chester and Dave Harrison to meet to review the security brief and select a property marking system for the estate within the budgets of the BID.

Iain Paton to obtain prices

	<p>meeting. The proposal would see a feature, consisting of half a water wheel, planted up with flowers be installed at the roundabout end of the estate. The traffic light end had been considered for the art; however there was not sufficient room for the installation. The executive agreed to support the proposal, on the condition it was within the 2006/07 budget for planting enhancement at the roundabout end of the estate.</p> <p>The issue of 'to let' signs was discussed, with Jane Byrne stating they were an eyesore on the estate. Iain Paton reported that under the recent Cleaner Neighbourhood Act VRBC would be auditing the estate and taking action against illegal signs. It was also agreed that the issue of illegal signage should also be tabled when Gary Chester meets up with Steve Bakewell from VRBC.</p>	<p>for installation and maintenance of the art work, including planting schemes,</p> <p>Gary Chester to table the issue of signage/to let signs when he meets Steve Bakewell of VRBC.</p>
Planning consultations proposal	Gary Chester reported he has obtained a commitment from the planning department to ensure that the Winsford 1-5 Group is consulted on all future planning applications affecting the estate.	
Dedicated PC support proposal	Greville Kelly reported on a new Home Office/Cheshire Police scheme where the estate could have the services of a dedicated Police Officer. The proposal would cost the estate's BID £11,000, with the remaining £22,000 being paid for by the Home Office. In addition a vote to amend the BID would be required by the Winsford 1-5 Business Environment Group, as such a scheme had not been budgeted for, and hence items within the current BID proposal would have to be removed. Greville Kelly reported that there may also be restriction on hours of work.	<p>Greville Kelly to obtain information on hours of work that a dedicated police officer would be available for.</p> <p>Proposal to be reconsidered at the next BID executive meeting.</p>
Presentation of Selecta Mark Vs Smart Water for recommendation	Greville Kelly reported that Mike Kelly had obtained like for like quotes from Selecta Mark and Smart Water. There was a significant price difference between the two products, with similar services and materials being offered. The only outstanding item was to obtain an opinion from Cheshire Police on Selecta Mark, and also to ascertain the likely level of support from Cheshire Police for Selecta Mark. Smart water is already heavily supported by Cheshire Police.	Dave Harrison and Gary Chester to approach Cheshire Police with a view to obtaining an opinion on Selecta Mark and likely support for the businesses use of the product.
The Estate Managers Report	<p>See attached report from Mike Kelly.</p> <p>It was recognised that Mike Kelly has had a busy 8 weeks since the last meeting, in which he has seen numerous partners and businesses.</p> <p>One item of note was discussed, namely the sale of 7 acres of land by LinPac to a developer. It was requested that further information be obtained on this acquisition and any proposed plans for the land.</p>	<p>Mike Kelly to obtain further information regarding the planned use for these 7 acres of land.</p>
Feedback on Service Level Agreements	<p>Greville Kelly reported that he had not received any requests for changes to the service level agreement beyond those discussed at the last meeting.</p> <p>The service level agreement will therefore be renamed a partnership agreement. The executive also agreed to incorporate Cheshire Police and Cheshire County Council into a future review of the document, to be completed by April 2007.</p>	Greville Kelly to amend the service level agreement and obtain signatures for the document from VRBC and the Executive.
Business Networking Events	See earlier discussion and decisions under the executive's reports.	Mike Kelly and Pete Price to work up a proposal and for VRBC to provide funding

		with their BID commitments.
Production of Future Estate Bulletins	Greville Kelly reminded executive members that he would need a short article on their area of responsibility by the 11 th September for the next bulletin	Executive members to supply articles maximum 300 words by 11/09/06.
Winsford 1-5 Group meeting	The agenda for the next Winsford 1-5 Business Environment Group meeting was tabled and agreed.	Gary Chester to request welcome at the next Winsford 1-5 meeting Peter Fahey.
AOB	<p>The owner of a new publication called Winsford Life had requested whether maternity facilities would be present at the next Winsford 1-5 Business Environment Group meeting as she will be nearly 9 months pregnant at that stage. This was confirmed.</p> <p>Greville informed the Group that Mike Kelly had attended the funeral of Geoff White, joint owner of Post and Column Company who had died suddenly in August. Greville stated that Geoff would be missed, in part for his support for the Winsford 1-5 Business Environment Group as well as his contribution towards the local economy through his business activities.</p> <p>Greville Kelly presented a case study that had been produced by Groundwork about the estate. (see attached)</p> <p>Greville Kelly reported that the second industrial estate in the UK to become a business improvement district (Bolton), was reported to be struggling in gathering in the funds from their BID levies, and that the position with regards payments of BID levies on Winsford Ind. Estate was very good in comparison.</p> <p>Greville Kelly also reported that the Office of Local Communities and Government (formally ODPM) had commissioned consultants to produce a case study on Winsford Industrial Estate and the BID. This would be presented at a future meeting. In addition the North West Development Agency has reviewed the Winsford BID through a consultant who has been commissioned to evaluate BIDs across the North West.</p>	

Thank you to Tony Kershaw of County Commercial Stationary Ltd for provision of the venue and catering.

Date of next meeting:

1. Winsford 1-5 Business Environment Group Meeting – 21st September 2006 @ Cheshire Police Headquarters 12 – 2pm
2. Winsford 1-5 Executive Meeting – 20th October 2006 Location TBC, Road One, 12 – 2pm

ESTATE REPORT AUGUST 2006

1. Continued programme of visits to companies on the estate included amongst them H&M,Ruck,Meridian,747,M&M,Furniture Finders, Office Essentials, Office Link, Henkel,Vernons,VKR,Polar Palace,Winsford Fabs,Avantach,Petfood Warehouse, Lifestyle Publishing, Labpak, Briggs and Stratton,Storm, etc.
2. Made three escorted tours(police)(solicitors) and (stewart towers)
3. Took local beat bobbies Ross Hamilton and Matthew Hood around the estate and made visits to specific companies with them at the owners request.
4. Met with three sign companies to obtain quotes.
5. Met with selectamark to explore alternatives to smartwater.Requested a revised quote from smartwater.
6. Met with Tony Kershaw and VRBC to progress the estates image.Martin Thornhill mentioned that some industrial art work may be made available to the estate for incorporation into planting schemes.
7. The Ruck café and Polar Palace are two new businesses on the estate who have commenced trading successfully.
8. Provided manual handling training for Henkel at commercial rates.
9. First of 5 appointed first aider courses took place.
- 10.Had meeting and proposal from Cheshire Constabulary regarding the possibility of estate acquiring a support officer funded mainly from Home Office.
- 11.Have had two meetings with Brighton Belle regarding lorry park options.
- 12.Attended Verdin School along with KC Autos for schools technology day.
- 13.Working with Environment Agency Depot trying to resolve issue of youths gathering in cars at the end of road three.
- 14.Had site meeting with VRBC on road two to discuss general condition and missing barrier.
- 15.Had welcoming meeting with three new companies in Meridian House.
- 16.Gilbros have moved into the vacated premises of TWM on road five.TWM are now operating from Oasis Park formerly known as the redundant Diversey Building.
- 17.New Warehouse planned for the old Thorn Building on the corner of road three.
- 18.Nesco off road two are leaving the estate due to reorganisation.Finnings have made some cut backs.

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19. Storm Recycling have relocated operations to Winsfords road four and retain offices within Meridian.
20. Permission granted by Furniture Finders, SPX and Lancashire Estates to install cameras on their land at road two.
21. New tool supply company(WARNHILL) set up by former managers of Lloyd and Jones in Wallace Court.
22. The burger van on road five appears to have ceased trading.
23. Linpac have sold 7acres to a developer on road one.
24. Furniture Finders are now open for business (1000hrs. 1500hrs)
25. Briggs and Stratton have relocated jobs to Winsford from Romford.
26. Arriva have closed Crewe depot and moved facility to Winsford.
27. Seeking feedback and suggestions for estate “event”.