



Agenda

Winsford 1-5 Business Environment Group Meeting

Date: THURSDAY 21st January

Location: Iveco Training Workshop Road 3

Time: 12.00 – 1400

- Introduction from Chairman Gary Chester
- Actions from last meeting and updates
- Estate Managers Report
- Guest Speaker, Julian Ablett will be presenting the new local authority web-based procurement service. This will be used for all tenders over £10000.
- AOB

Minutes

Winsford 1-5 Business Environment Group Meeting

Date: 21st January 2010
 Location: Iveco Training Workshop, Road Three, Winsford Industrial Estate
 Time: 12.00 – 13.30

Present:

Name	Company	Name	Company
Naomi Bates	Advanced Medical Solutions	Greville Kelly	Groundwork
Mike Kelly	Estate Manager – Groundwork	Leigh Wilson	Groundwork
Andrew Woodbine	AWE Electrical	Katie Holden	Profile Communication
Jackie Wood	CSS limited	Syd Williams	CSS limited
Michael Andrews	My House Group	Andy Hough	Post and Column Company
Steve Margerum	Finning (UK) Ltd	Carol Vella	Cheshire West and Chester Council
Gary Chester	Ambassador Packaging	John Roberts	Iveco
Lucie Riley	VKR Logistics	Shan Clarke	Office Link
Vinnie Riley	VKR Logistics	Julie	Office Link
Lee Ferguson	United Utilities	Julian Ablett	Cheshire West and Chester Council
Chris Welsh	Alpha Omega		

Agenda Item	Minutes	Actions
Welcome – Gary Chester	<p>Gary Chester welcomed businesses to the meeting. Gary informed everybody present that this was the last 1 – 5 group meeting of the penultimate year of the BID and asked for everyone to get involved themselves in the consultation process for the successor BID.</p> <p>Gary went on to ask for any feedback on the meeting minutes from the Executive Board meeting held on 27th November 2009, no questions or clarification points were asked.</p> <p>Gary then handed the floor over to Greville Kelly for the Project Update.</p>	
Project Update	See attached project update report from Greville Kelly	
Estate Managers Update	<p>See attached estate managers report.</p> <p>In addition to the report Mike Kelly thanked Alpha Omega for the security service over the Christmas period.</p> <p>Mike showed all present an example of the new signs to be installed as part of the Unit Numbering programme. Mike was asked if each unit in a particular building would have it's own</p>	

The UK's First Industrial Estate Business Improvement District

	<p>individual number. Mike informed everyone that they should be seen as building numbers as premises such as Meridian House would have only one number and not one for each of the units within.</p>	
<p>Guest Speaker</p>	<p>Julian Ablett from Cheshire West and Chester Council gave a presentation on the new procurement process for tenders of £10000 and above.</p> <p>Julian explained that registration on the web procurement was free and it would enable companies to receive notification of relevant opportunities within the local authority.</p> <p>At the end of the presentation Julian opened the floor to questions.</p> <p>Julian was asked whether or not this would mean that there would be an increase in the amount of tenders that CWaC would be handling and Julian responded by stating that was what was expected to happen.</p> <p>Julian was then asked about the procurement process following the online application and he stated that tenders would be evaluated and feedback would be available to companies who were unsuccessful.</p> <p>Vinnie Riley of VKR Logistics asked if companies were confined to registering on their own regions e-procurement service and Julian stated that companies could register on any or all of the systems available at other local authorities.</p> <p>Mike Kelly asked how suppliers were picked and Julian talked about the scoring matrix that is used to vet the suppliers, stating that cost was a factor, however overall value for money in terms of contract life cycle was the priority for the Council.</p> <p>Gary Chester asked whether or not new innovations that could perform the same function as an existing offering would be taken into account rather than being dismissed as irrelevant to which Julian answered that if an explanation of the innovation is included in the tender documentation then it would be considered.</p> <p>John Roberts asked about tenders below £10000 and Julian informed him that Cheshire West and Chester would use the companies registered on the system as a source of suppliers, however departments were only required to use the e-procurement facility on tenders above £10k at the moment.</p>	<p>All companies to provide feedback on their experience of the e-procurement facility to Mike Kelly (Estate Manager)</p>
<p>AOB</p>	<p>None to report</p>	

Date of next Winsford 1-5 Business Environment Group Meeting 29th April 2010. 12-2pm.

ESTATE MANAGERS REPORT JANUARY 2010

- Alpha Omega provided security across the estate for the Christmas period. Good feedback from companies about this service. Inspector Snasdell provided the security company with some information before commencement of the patrols.
- The above service alerted me by text and telephone about several alarms going off over the Christmas period, including Christmas Day.
- Spot check made on the above service on 29th December.....all was proceeding as promised.
- Met with Alan Barr and United Utilities regarding the possible re location to Winsford during water main replacements in Middlewich.
- Alerted by text message of attempt by travellers to steal memorial bench. Police informed
- Assisted two companies who are looking to relocate within the estate.
- Risk Assessment course provided for estate.
- Manual Handling course provided for estate.
- Orders now placed to produce the road numbering scheme signage
- Main signs at entrances to estate changed to advise and draw attention to the CCTV.
- CCTV masts now in place at either end of road one and at the footbridge on road two. Work proceeding with the installation.
- 140 expected at the Quiz Night.
- Major land sale on the estate. Expect development to follow.
- Involved in discussions with Highways regarding the police/salt union/highways emergency plan. This is on going.
- Assisted company with Asbestos query from HSE
- Provided advice to new investor regarding opportunities for facilities management

Winsford Industrial Estate Project Update - January 2010

Image

- Continue development work with the Unit Numbering system;
 - **Road number signs will be implemented in March 2010**
- Image enhancement work outside the sub-station on Road One;
 - **Scheme is planned to be implemented in March 2010**
- Maintenance works for key sites;
 - **On going**
- Launch of the business frontage charter.
 - **Complete, to be revisited in April 2010**

Security

- Commissioning and completion of the CCTV installation;
 - **Contracts signed, installation is underway with poles erected and civils complete. The work to complete the transmission arrangements is being completed in January/February after which the cameras will be installed.**
- Distribution of Selecta Mark to new companies across the estate;
 - **On going**
- Continuation of the 24/7 rapid text service.
 - **On going**
- *Christmas 2009 Security Guard Service*
 - **Complete**

Business Support

- Employment of an estate manager;
 - **On going**
- Provision of an environmental legal update service to companies;
 - **Updated Green intelligence service has been introduced.**
- Development and maintenance of the Winsford1-5.co.uk website;
 - **On-going**
- Provision of a range of health, safety and first aid training services;
 - **57 formal qualifications on first aid and H&S have been awarded to attendees of courses.**
 - **18 weeks of training delivered to estate employees.**
- Regular estate news bulletins;
 - **Three editions have been produced. The fourth is planned for March.**
- Provision of business networking events and the regular Winsford 1-5 Business Environment Group meetings.
 - **Four 1-5 Group meetings held**
 - **Estate Quiz night planned**
 - **Annual Awards has been postponed**

Transport

- Maintenance of the car share website,
 - **On going**
- Seek out opportunities for a lorry park facility, review of bus timetables across the estate.
 - **On going**

2011 Onwards

- The Executive Board have approved a plan to develop the successor BID for Winsford Industrial Estate
- The timescale for the development of the next Business Improvement District is as follows:
 - Consultation with companies to identify needs (February – March 2010)
 - Development of draft business plan (May – June 2010)
 - Completion of the final business plan and production of the formal Proposal for a BID for the period April 2011 – March 2016 (July – August 2010)
 - Vote to approve BID proposal (September – October 2010)
 - Implementation of successor BID (April 2011 onwards)