

Agenda

Meeting: Winsford 1-5 Executive Group Meeting Friday 12th February 2010

Time: 12.00pm – 2.00pm

Location: Groundwork Cheshire, Navigation Road, Northwich, CW8 1BE

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| 1. Approval of Minutes of last meeting and actions | GC |
| 2. Payment of BID Monies Update | IP |
| 3. Executive reports | All |
| 4. Projects Update | GK |
| 5. Estate Managers Report | MK |
| 6. Meridian House – Continuation of lease | MK |
| 7. Winsford Ind Estate BID 2011-2016 | GK |
| 8. A.O.B. | |
| • Incinerator | |
| • Date of next meeting | |

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 12th February 2010
Time: 12.00-14.00
Location: Groundwork Cheshire, Northwich
Present:

- Gary Chester (Chairman)
- Greville Kelly (Groundwork)
- John Roberts (Iveco)
- Tony Kershaw (Byron Office Supplies)
- Mike Kelly (Estate Manager, Groundwork)
- Iain Paton (Cheshire West and Chester Council)
- Lucie Riley (VKR Logistics)
- David Harrison (Henkel Consumer Adhesives)

Apologies:

- Leigh Wilson Groundwork)
- Graham Howarth (Office Link)
- Pete Price (Office Essentials)

| Agenda Item | Minutes | Actions |
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| Approval of minutes from last meeting and actions | Minutes of the last meeting were agreed as an accurate record. Matter arising and outstanding actions from last meeting: <input type="checkbox"/> LW had liaised with Cheshire Police and obtained information on starting up the Business Watch Group. <input type="checkbox"/> CCTV Signage was covered within the main agenda. <input type="checkbox"/> LW had progressed highways arrangements, and obtained confirmation that street scene was moving to highways responsibility. <input type="checkbox"/> Substation enhancement is covered in the meeting agenda. <input type="checkbox"/> Road numbering project had been completed by MK <input type="checkbox"/> Christmas security guard service was complete <input type="checkbox"/> GK presented the schedule of meeting dates for the next year for approval by the Executive (see attached) | LW to action the set up of the B.Watch Group with MK. LW to establish with MK schedule of estate audits for the next 12 months. |
| Payment of BID monies update | The full BID monies have been invoiced to date. Details of non-payers have been supplied to the 1-5 Bid Executive. | |
| Executive Reports | Dave Harrison reported that a major crime gang had been arrested. A successful Winsford 1-5 Business Environment Group meeting has also been held in January at Iveco. | |
| 2009/10 Major Projects | See attached report. GK presented the proposed CCTV sign. This was accepted by the Executive Board with a minor modification to the sponsor layout at the bottom, and incorporation of the SelectaDNA logo in a larger form. Dave Harrison reported that he would like to see the next BID provide an enhanced information service beyond the green intelligence service, covering quality, environment and safety updates. | GK to arrange order of signs followed by installation. GK to consider proposal within the BID. |
| Estate Managers Report | Mike Kelly Circulated the Estate Managers report and talked through the highlights. (See attached) Mike informed the executive that Car Transplants may be moving onto the estate onto the former Saica Site. In setting up this site, the Executive discussed the need for environmental protection/screening of the site. | MK to inform the executive if a planning application is received for this site or when further |

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| | <p>MK also reported that Grampian foods are relocating their Anglesey operations to Winsford creating 200 jobs. Gary suggested that we may like to consider expanding the boundary of the BID area for the next bid to include Grampian.</p> | <p>confirmation is received relating to the time table for this move.</p> |
| Meridian House | <p>Mike reported that the office is not being used on a regular basis due to issues relating to broad band speeds making the use of the computer unfeasible. It was agreed that the contract should be terminated at the next renewal period.</p> <p>GC offered use of rooms at Ambassador Packaging for use by the estate manager when the rooms are free.</p> | <p>GK to arrange cancellation of Meridian House rental.</p> |
| Winsford Industrial Estate BID 2011-2016 | <p>Greville Kelly presented the revised consultation questionnaire.</p> <p>The executive agreed that an open consultation for all employees would be a welcome addition to the consultation linked to a prize draw for entrants. GC suggested use of the Council free post address.</p> <p>It was agreed that banners also be purchased for promoting the consultation and that the next 1-5 meeting is used as an opportunity to present the consultation results, and as an opportunity to allow open discussion amongst businesses to gather their thoughts on the contents of the next BID.</p> | <p>GK produce employee consultation cards and prize an ipod</p> <p>GK produce banners for estate</p> <p>IP to find out details of CWaC Freepost address.</p> <p>Use the next 1-5 meeting as an open discussion about the next BID.</p> |
| A.O.B | <p>Mike reported that storm recycling were about to launch an estate recycling service.</p> <p>The executive discussed the next 1-5 Awards. It was agreed to not hold another large event, however it was felt important that employee's contribution towards the success of businesses was recognised. It was agreed that the next awards should take place in October. Preferred time was for a 5.30pm/6.00pm start. LR agreed to lead on the organisation of this.</p> <p>MK asked whether the 1-5 Executive Group would take a view on the plans for the incinerator. This was followed by a discussion around the points, after which GC asked the executive to take a vote on whether the group should take a view on plans for an incinerator. The executive voted, and approved not to publish a formal position on the proposed plans.</p> | <p>LR to progress organisation of awards.</p> <p>MK to arrange location for Octobers 1-5 meeting (see schedule for dates) at the lifestyle centre. This is to be for the awards/BID launch and AGM.</p> <p>MK to arrange location of Winsford 1-5 meetings for July and April in line with schedule.</p> <p>MK identify a location for the next executive meeting on Winsford 1-5 (23/04).</p> |

Date and location of next meetings:

Winsford 1-5 Executive Group Meeting 23rd April 2010

Winsford 1-5 Business Environment Group 29th April 2010, 12pm-2pm, Location to be arranged.

Winsford 1-5 Business Environment Group Events Schedule.

2010/11

| Date | Event |
|---------------------------------|---|
| 14 th April 2010 | First Aid Course - GW Northwich |
| 23 rd April 2010 | 1-5 Exec Board Meeting |
| 29 th April 2010 | Winsford 1-5 Business Environment Group Meeting (Feedback on consultation for the 2011-2016 BID) |
| June 2010 | National Lift Share Day / Bike to Work Day |
| June 2010 | Big Tidy Up Day |
| 22 nd June 2010 | CIEH Level 2 in Health and Safety in the Workplace |
| 25 th June 2010 | 1-5 Exec Board Meeting |
| 1 st July 2010 | Winsford 1-5 Business Environment Group Meeting (Presentation of outline business plan for 2011 – 2016 BID) |
| 15 th September 2010 | First Aid Course - GW Northwich |
| 17 th September 2010 | 1-5 Exec Board Meeting |
| 8 th October 2010 | Winsford 1-5 Business Environment Group Meeting/AGM/Annual Estate Awards (Launch of the next BID) |
| TBC November 2010 | CIEH Level 2 in Health and Safety in the Workplace |
| 21 st January 2011 | 1-5 Exec Board Meeting |
| 11 th February 2011 | Winsford 1-5 Business Environment Group Meeting (TOPIC) |
| January 2011 | Estate Annual Quiz |
| March 2011 | The Plan 2006-11 Business Improvement District Celebration Event |

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ESTATE MANAGERS REPORT FEB 10

- Name change. First Choice on road two are now Ozone Ltd and are under new management.
- Saica site sold to Car Transplanters
- The estate challenge cup was won by Mast and the event attracted 153 employees
- Road numbering completed.
- Arranged estate Health & Safety course for 22nd June
- Arranged 3 day First Aid courses for April and September
- Geneysys have left the estate
- Notified CCC Highways of various pot holes across estate. I have asked for an audit.
- Huntleigh Renray now relocated to Dewhirst Property next to Henkel
- Discussed waste collection scheme for paper/cardboard and plastic with Storm
- EHO involved with incident on Navigation Park

BID expenditure plans for 2009/10

In 2009/10 the BID will be funding the implementation of the following projects and services:

Image

- Installation of lighting to illuminate the main entrance signs to the estate;
 - Meeting to be arranged with Anita Lucock
- Continue development work with the Unit Numbering system;
 - Complete
- Image enhancement work outside the sub-station on Road One;
 - Underway. To be completed by end of March
- Maintenance works for key sites;
 - On going
- Launch of the business frontage charter.
 - Complete. Relaunch in April/May.

Security

- Commissioning and completion of the CCTV installation;
 - BT have been on-site and Allan Redfearn (Exstream Networks) conducted a site visit with a BT engineer to pull through cables but discovered that the ductwork undertaken by BT (Civils) from the existing network to the new street cabinets had not been installed properly, resulting in the BT engineer not being able to pull the cables through. BT (Civils) have been requested to return and complete their works. We are currently waiting for a date.
 - Exstream are in possession of the cameras and DVR and have completed setting to work and bench testing and reported that everything works. They are still waiting for BT to complete wiring to the cabinets (the wiring has been installed to the cabinets but not into them). Once these works are complete the camera and DVR installation will take place.
- Distribution of Selecta Mark to new companies across the estate; +
 - On going
- Continuation of the 24/7 rapid text service.
 - On going

Business Support

- Employment of an estate manager; Provision of an environmental legal update service to companies; Development and maintenance of the Winsford1-5.co.uk website; Provision of a range of health, safety and first aid training services; Regular estate news bulletins; Adverts and leaflet drops to promote the estate and the jobs bulletin board on the estate website; Provision of business networking events and the regular Winsford 1-5 Business Environment Group meetings.

Transport

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

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