

## Agenda

**Meeting:** Winsford 1-5 Executive Group Meeting 17<sup>th</sup> October 2008

**Time:** 12.00pm – 2.00pm

**Location:** Henkel, Road Five, Winsford Industrial Estate

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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. Update BID Forecast until 2011   | GK    |
| 6. 2008/09 Major Projects Update  | GK    |
| • CCTV Project  |       |
| • Image enhancement scheme  |       |
| • Unit numbering system   |       |
| 7. Shared Bus Resource with Gadbrook Park                                       | MK    |
| 8. Election of new executive members and executive responsibilities             | GC    |
| 9. Next Winsford 1-5 Business Environment Group Meeting 15 <sup>th</sup> Jan 09 | All   |
| 10. Signing of revised constitution   | GC/JB |
| 11. A.O.B.  |       |

Date of next meeting, 16<sup>th</sup> December 2008, 12.00-2.00 at Groundwork.

## Minutes

**Meeting:** Winsford 1-5 Executive Group Meeting  
**Date:** 17<sup>th</sup> October 2008  
**Time:** 12.00-14.00  
**Location:** Henkel, Road Five, Winsford Industrial Estate.

**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)

**Apologies:**

- None to report

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and actions	<p>Actions from last meeting:            Approved as a true and accurate records            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>IP reported that around 7 companies were being chased for payment.</p> <p>GK reported that £80,000 of BID monies had been invoiced. GK also explained why a small surplus of BID monies was being held within VRBC.</p>	
Executive reports	<p>GC reported this year had been a difficult year for him, and he has not been as close to the BID as he has in previous year. GC reported that he was forecasting that he would be able to commit more time to the project.</p> <p>GC explained that year three was a critical year to deliver some of the key projects such as CCTV.</p> <p>JB reported that £80,000 had been invoiced to VRBC. GC stated that by year end he did not want to see a significant surplus at year end.</p> <p>Pete Price – Reported that Mike was well set up in Meridian House. Training courses have been delivered. MK reported that the one issue with the office was Broadband connection. GC suggested that MK should speak to Jiffy regarding Charities accessing the internet through Jiffy Packaging internet connection.</p> <p>Dave Harrison – CCTV, GK reported that the CCTV system was not feasible and Nick Saunders was progressing well with the development of the system with Extreme Networks. GK reported that permission for the scheme was outstanding from VRBC.</p>	<p>GK to Commission CCTV system with Nick Saunders.</p> <p>GK to draft letter to VRBC to resolve outstanding items</p>

	<p>MK reported that the new inspector David Snasdell had delivered a very good presentation and had impressed Mike with his commitment and aims for Policing across the estate. MK reported that the Rapid Text service had had some teething problems with the service. MK asked that Executive Members to report any problems.</p> <p>JB suggested that Inspector Snasdell be included in the rapid text service.</p> <p>DH asked if signs could be placed around the estate. The difficulties with this approach were outlined, and it was agreed that GC should contact Steve Bakewell to follow up the issue.</p> <p>DH asked if an outline proposal document could be circulated, GK to arrange through Nick Saunders.</p> <p>GC reported on that the cycle ways had being controversial, with different effects across the estate, slowing traffic, stopping queuing issues at the roundabout end.</p> <p>TK – The large scale plans for poles and banners and Cheshire fencing were underway for the 2008/09 year.</p>	<p>GC to respond to John Jeffries regarding Steve Bakewell.</p>
Estate Manager Report	<p>See attached report.</p> <p>MK has met with CCC and requested that pavement enhancement be introduced at the Traffic Light end of Winsford Industrial Estate.</p>	
Update Forcast 2011	<p>GK briefed group on a reforecast of the BID that may be required to manage changes in the projects delivered by the BID.</p>	
Major projects update	<p>GC requested that the plan be passes to companies</p> <p>Unit numbering – Need to update MK, IM and Rebecca Race to review the unit numbering project.</p>	
Shared bus service with Gadbrook Park	<p>MK report that the service was being commissioned and the tickets would be sold through companies.</p>	
Election of New Executives and Responsibilities	<p>GC asked for any objections for John being appointed as the Transport Executive.</p> <p>Graham Howarth has requested to rejoin the executive.</p>	<p>MK to approach GH regarding rejoining the Executive.</p>
Next 1-5 Group meeting	<p>I.Paton suggested that the Lifestyle centre could be a good location for the next Winsford 1-5 Business Environment Group.</p>	<p>IP report back</p>
A.O.B	<p>Estate Quiz night – will be held in January again. Gary Chester asked if companies could donate prizes.</p> <p>Business Awards – With JW not being in place, JB has concerns around:</p> <ul style="list-style-type: none"> <li>• Printing costs</li> <li>• It and projection support</li> <li>• Music</li> <li>• Organisation on the day.</li> </ul> <p>Pete Price asked if there was any options for a waste management scheme across the estate. PP reported that Meridian House had introduced some additional schemes. MK suggested that a central skip could be procured. GK explained that would be unfeasible due to the associated legal issues.</p>	<p>GK to arrange support from Groundwork.</p> <p>Letter to go out to all companies inviting companies with ticket information.</p>

	TK reported that Shred-it are offering recycling services. GC suggested that it could be worth while beginning to investigate this scheme. TK appointed to progress and review moving forward.	
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**Date and location of next meeting: 16<sup>th</sup> December 2008.**

**Thank you to Henkel for Room and Lunch.**

ESTATE MANAGERS REPORT SEPTEMBER 2008

- Only 1 available office unit remains to let within Meridian House
- Construction work underway on the old Tesco site
- Construction work underway to the rear of Premier Park. This is a new multi million pound development for AMS.
- Made aware of an employee theft/aggression from a company on Oasis Business Park
- Road rage incident on road one
- Crime on the increase with three major incidents.(Threadwell,Premier,Oasis)
- In conjunction with Cheshire Police, event organised for October 9<sup>th</sup> for estate companies at the Brighton Belle.
- Final figure for St Luke fund raising expected to be over £1200
- Footbridge on road two and entrance to footpath on road five landscaped and tidied
- CCC Highways created a cycleway along road one by marking the roadway. Junction boxes at entrance to road three and road five erased.
- Some controversy regarding the above. The majority of comment negative with just a couple of comments saying that the exit off the estate more orderly at the northern entrance due to influence of line marking.
- Advice sought from Police regarding the legality of this cycleway and attitude towards enforcement.
- Two new companies welcomed. Gameseeker and First Choice Packaging
- Met with CCC highways regarding condition of roads and also paths at entrance to estates from traffic light end.
- Asked VRBC to drop the weeds along road two, they informed me this was CCC Highways responsibility.
- Risk Assessment course fully subscribed from estate companies
- Health and Safety courses for Nov 20<sup>th</sup> Planned

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- VRBC “work safe” awards schedule for 26<sup>th</sup> November
- Northwich company exploring options on new build project on road one
- Weaver Vale Housing Trust relocating to road three
- Rapid text service ready for launch at police event on 9<sup>th</sup> October at Brighton Belle
- New supplies of DNA selectamark kits acquired together with signage
- Some companies who are dealing directly with the public are seeing evidence of a downturn but other companies making high tech equipment equipment have buoyant sales and a strong outlook.
- IMS, the maintenance company have left the estate but have remained in the town.
- Thelwall Developments based on road one are keen to quote for any repairs, building work or dilapidations
- Plans being prepared for enhancement of entrances
- Rapid Text service launched with 54 subscribers to date

Mike Kelly  
Estate Manager