

## Minutes

### Winsford 1-5 Business Environment Group Meeting

Date: 18<sup>th</sup> May 2006  
Location: Jiffy Packaging, Road Four  
Time: 12.00 – 14.00

Present:

Name	Company	Name	Company
Naomi Bates	Advanced Medical Solutions	Lorena McDean	Henkel Consumer Adhesives
Mary Tavener	Advanced Medical Solutions	Mark Smith	Jiffy Packaging
Gary Chester	Ambassador Packaging	Richard Robbins	Labpak Chemicals Ltd
Jane Byrne	Brand Express	David Gilligan	M & M Pallets
Tony Kershaw	CCS	Pete Price	Office Essentials
Jacqueline Wood	CSS Ltd	Graham Howarth	Office Link
A Wilkinson	CSS Ltd	Steve Buckley	SPX Process Equipment Ltd
Sean Alker	DJM Logistics	Martin Thornhill	Vale Royal Borough Council
Mike Kelly	Estate Manager – Groundwork	Iain Paton	Vale Royal Borough Council
Sharon Mappin	Firestone/Flexible Building Products	Linda Green	Vale Royal Borough Council
Greville Kelly	Groundwork	Paul Harrington	Verdin School
		Edgar Milner	Vernon Auto Repairs

Agenda Item	Minutes	Actions
Welcome	Gary Chester, Chair, welcomed everyone to the meeting.	
Report from the executive group	<p>The minutes from the executive group meeting were circulated to companies. Further copies are available from Groundwork.</p> <p>Gary Chester introduced the executive group, and the individual member's special responsibilities. Gary also noted that the Local Authority had informed him that a number of BID Levies had not been paid, and encouraged all companies to settle the BID levies as soon as possible in order for the improvement projects to begin.</p> <p>Gary requested that where companies have issues or concerns that these be taken up with Mike Kelly, Estate Manager as a first point of contact, and not to contact individual members of the executive unless signposted by Mike Kelly.</p> <p>Sean Alker (Executive for Transport) reported that he had visited a possible lorry park which could be used by estate companies, and that the proposals were awaiting planning</p>	

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	<p>approval from Vale Royal Borough Council.</p> <p>Tony Kershaw (Executive for Image Enhancement) reported that projects had not yet been initiated due to the BID monies yet to be collected.</p> <p>Pete Price (Executive for Business Support) reported that elements of the business support package were already in place such as the estate manager.</p>	
Estate manager report	<p>See attached report from the estate manager. Following the estate manager's report Advanced Medical Solutions requested information and clarification on a change of use to a neighbouring unit, this had been approved by the planning department at VRBC for use as a children's play centre. Iain Paton reported that planning permission had been passed by the planning officer under delegated authority.</p> <p>Sean Alker noted that a new logistics company had moved onto Wallace Court, and asked if Mike Kelly was aware who the company was. Mike Kelly stated he would report back to Sean Alker with details of who the company is.</p>	<p>Iain Paton to provide feedback to the Group and Advance Medical Solutions on Council Policy with respect to such planning applications.</p> <p>Mike Kelly to provide details to Sean Alker of the new logistics company on Wallace Court.</p>
Audit of the Winsford 1-5 Bank Account	<p>Jane Byrne reported on the audit of accounts which had been conducted by Murray Smith Accountants. No issues were raised during the audit. A copy of the accounts is available from Greville Kelly at Groundwork, for interested companies.</p> <p>Jane also reported that she had met with the project manager, Greville Kelly to discuss the role of treasurer.</p>	
Payment of Bid monies	<p>Iain Paton from VRBC reported that of the 146 BID levies issued, 80 of these had been settled. VRBC will be sending out reminders to companies who have not settled the levy.</p> <p>Dave Cotteral stated that when the levy bill was issued, it was not clear what the bill was for, and that he had expected the levy to be part of the general rates bill.</p> <p>Gary Chester also stated that the levy needs to state in future that it is a mandatory payment. Gary Chester also stated that he would like to see all the BID levies settled by the end of June in order the proposed projects to be progressed with confidence.</p>	<p>Iain Paton to report back to Business Rates Department feedback from meeting regarding the BID levy.</p> <p>All companies to check that BID levy bills have been settled.</p>
Verdin School	<p>Paul Harrington of the Verdin Technology School presented a proposal for companies to become involved in a business-education technology celebration day event in July. The event will provide companies with an opportunity to challenge between 5 and 8 students with solving a business problem over a 1-2 hour session.</p>	

	For further details contact Paul Harrington on 01606 595909.	
Work from Heights presentation – Vale Royal Borough Council	<p>Linda Green, Environmental Health Officer from Vale Royal Borough Council gave a presentation on Work From Heights. See attached presentation.</p> <p>Linda went onto mention that the next topic for her team to focus on would be Slips, Trips and Falls, which are one of the most common causes of workplace accidents. Vale Royal Borough Council can offer companies free support in identifying hazardous floors through the use of floor testing equipment.</p> <p>Following this further topics will include workplace transport, backs, disease reduction and asbestos.</p>	
Workplace Health Connect	Mike Kelly presented a new service available to companies called Workplace Health Connect. The service is free of charge, funded by the government, and supports companies to tackle absenteeism, return to work and occupational health issues. The service provides an advice line, onsite visits and signposting to companies who are able to support businesses in tackling occupational health matters. For further details see the enclosed leaflet or contact Mike Kelly.	Any companies with occupational health, return to work or absenteeism issues are to contact Mike Kelly who will arrange a free confidential visit from the service.
Road marking	Graham raised the issue of congestion on the estate near the roundabout at peak times. Graham's suggestions are for the County to introduce two lanes leading up to the roundabout, in order for cars to exit the estate quicker at peak times.	Mike Kelly and Sean Alker to take the proposal to Cheshire County Council to discuss the feasibility of the scheme.
Any over business	<p>Greville Kelly requested that companies complete the contact detail forms which had been sent out in order for the estate database to be updated, and the new rapid text service to be developed.</p> <p>The issue of police response times was raised, and how one company had experienced a very slow response time.</p>	<p>All companies to complete contact detail forms and return to Louise Ashley at Groundwork.</p> <p>Mike Kelly to request a report on crime stats and response times from Cheshire Police at the next Winsford 1-5 Group meeting.</p>

Date of next Winsford 1-5 Business Environment Group Meeting – 21<sup>st</sup> September 2006, 12pm – 2pm.

Date of the next executive group meeting – 23<sup>rd</sup> June 2006

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## Estate Managers Report

1. Property continues to be developed and let. Significant changes are as follows,
    - Navigation Park, 4 units under offer.
    - Cosmopolitan Textiles site sold to Stretton Estates who developed Navigation Park. Refurbishment commences in eight weeks.
    - Dewhirst site sold to developer called Henderson. Offices leased back to Dewhirst.
    - Linpac are in the process of selling 7.5 acres of adjacent land. Speculation that a Maximus type warehouse will be developed.
    - Cheshire Police have leased large part of Premier Park. Only 23000 sq.ft remaining.
    - Storm Recycling are have leased the property ex Ruck on road three to create recycling and office facilities.
    - Prisma Tape are to move into the old Dewhirst factory on road one following refurbishment.
    - TWM are moving into new premises on the rebuilt Diversey site.
    - Furniture Finders are renovating the Copes Vulcan factory on road two and they are about to become operational.
    - Combined Tyres and expanding and developing premises for new venture.
    - Ruck are creating a diner/cafeteria in their premises.
    - New logistics company have moved into Wallace Court.
    - Arriva have moved staff and operations from Crewe to Winsford.
    - Childrens play barn planned for Pineapple Park.
    - Major development and refurbishment underway at KC Autos.
    - Development underway at Vernons/Bowers which is planned to accommodate Sodexho.
  2. Moving on / relocating, TWM, Sodexho, Storm Recycling, Prisma Tape, Cosmopolitan Textiles, Thermo Elemental, Dewhirst Warehouse.
  3. Net job losses in the past six months 300 approx.
  4. Lorry Park update. Brighton Belle application withdrawn temporarily.
  5. Availability of labour which was a major problem two years ago now resolved by influx of agency staff with a large contingent from Poland.
  6. Training courses for first aid, manual handling and principles of health and safety undertaken for estate companies. Course planned for the next year.
  7. The general condition of the roads and footpaths are quite poor CCC Highways have been alerted to the road potholes and irregular surfaces.
  8. Road two remains blight on the estate due to high level of littering and churned footpath.
  9. Initial response from CCC Highways regarding signage from motorway exits was negative.
  10. Crime was targeted at one particular business carrying high value plasma televisions. After two burglaries this business I have been informed will be relocating. Lorry trailer loaded with textiles stolen from road five and later recovered. Vandalism was an issue for Minsups over a long period due to location on edge of estate; they have now fitted security screens.
- Cable stolen from road four.
- Total estimated losses in last 6months £50K
- Overall the crime levels after a burst of activity appears to be on the wane again

Mike Kelly  
28.04.06

## Minutes

**Meeting:** Winsford 1-5 Executive Group Meeting  
**Date:** 28<sup>th</sup> April 2006  
**Time:** 12.00-14.00  
**Location:** Ambassador Packaging, Road One

**Present:**

- Greville Kelly (Groundwork)
- Mike Kelly (Estate Manager, Groundwork)
- Gary Chester (Chairman)
- Pete Price (Office Essentials)
- Sean Alker (DJM Logistics)
- David Harrison (Henkel Consumer Adhesives)
- Mark Smith (Jiffy Packaging)
- Tony Kershaw (County Commercial Stationery Ltd)
- Jane Byrne (Brand Express)

**Apologies:**

- None

Agenda Item	Minutes	Actions
BID Structure and Development	<p>Gary Chester welcomed everyone and explained the role of the group and introduced the agenda for the day. Dave Harrison asked if there were any other similar BID schemes in the UK, Greville Kelly (GK) explained that the estate was the first in the UK, however there were a number of retail BID projects and since the estate voted to approve the BID proposal, one other estate (in Bolton) had voted to approve a proposal for a BID on an industrial estate.</p> <p>Greville went onto explain how the BID is structured, explaining the BID would last for five years, after which another proposal could be developed if this was demanded by the companies.</p>	
The PLAN Overview	Gary Chester reviewed the proposal. See attached copy.	
Year 1 Deliverables and finance phasing	<p>Greville Kelly presented the finances to the Group for 2006/07, identifying the key projects. See attached year one finance profile.</p> <p>Sean Alker asked whether a bike 2 work day would be held. Greville Kelly responded stating that it had not been costed into the project. This was because bike 2 work day had historically being resource intensive to run, and when the BID was being developed, it was felt that the outcomes from the day did not warrant the resource input. Iain Paton reported that Vale Royal Borough Council (VRBC) has sustainability grants, which could provide some additional resources if business wanted to review the option of holding another bike 2 work day.</p> <p>On the issue of purchasing CCTV cameras in year one, Iain Paton mentioned that John Roberts VRBC Community Safety Manager was managing a connected CCTV scheme across the borough.</p>	<p>Iain Paton to send details of sustainability Grants to Sean Alker at DJM for consideration.</p> <p>Greville Kelly to liaise with John Roberts when reviewing options for CCTV across the estate.</p>

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Constitution Outline, election of the treasurer and Service Level Agreements	<p>Gary Chester outlined the constitution to the executive (see attached). Pete Price asked what would happen if a company joined half way through the year, Greville Kelly reported that the company would only become a member of the group once they had paid a BID levy.</p> <p>Gary Chester stated the Service Level Agreements (SLAs) would be required between the Council and Groundwork along with Groundwork and the Winsford 1-5 Business Environment Group.</p>	<p>Gary Chester and the Treasurer to sign the constitution at the next meeting.</p> <p>Greville Kelly to circulate draft SLA's for comment.</p>
Business Cards	Members of the executive were offered the option of having business cards. The decision was taken for only Gary Chester and Mike Kelly (Estate Manager) to have business cards. The group approved design 1 of the presented business cards.	Greville Kelly to arrange design and print.
Role of Groundwork	Greville Kelly outlined the role of Groundwork, stating that Groundwork would act as the BID company for the estate companies, and undertake investments on behalf of the companies using the funds raised through the BID levy. Groundwork would also employ the estate manager, a project manager and provide administration support.	
Role of Council	<p>Iain Paton from Vale Royal Borough Council outlined the role of the council in the BID as being:</p> <ol style="list-style-type: none"> <li>1. Rate collection</li> <li>2. Planning control</li> <li>3. Service provision through the environmental services and economic development departments,</li> <li>4. Securing additional funding to support the aims and objectives of the Winsford 1-5 Business Environment Group.</li> </ol> <p>On the issue of planning, Mike Kelly raised the issue of the future use of the land surrounding the pond at the end of the estate. Iain Paton reported that the site was under review.</p>	
Allocation of Special Responsibilities	<p>Gary Chester stated that within the constitution the Group needed to elect a Treasurer. Jane Byrne proposed and approved by the Executive Group as the Treasurer.</p> <p>Gary went onto propose that each member of the executive should take a special responsibility for an area of the plan. The following responsibilities were agreed by the Executive Group.</p> <ul style="list-style-type: none"> <li>• Transport – Sean Alker</li> <li>• Image Enhancement - Tony Kershaw</li> <li>• Business Support – Pete Price</li> <li>• Security - Dave Harrison</li> <li>• Vice Chair – Mark Smith</li> </ul>	Greville Kelly to report these special responsibilities in the next bulletin.
Estate Developments	Mike Kelly reported on recent estate developments. See attached report.	
1-5 Bank account accounts	Greville Kelly presented the annual accounts for the 1-5 Group bank account. Greville Kelly explained that contributions were lower in 2005 compared to 2004 due to a number of subscriptions taking place at the end of the year. In 2005 these subscriptions were not invoiced as after the 'yes' vote the Chair had taken the decision to stop any further subscription invoices in anticipation of the BID levy invoices in being issued in April 2006.	
Next Bulletin	Greville Kelly showed new examples of bulletin layouts. The	Greville Kelly to proceed with

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	Group approved copy A of the bulletin.	finalising the next bulletin.
Future meetings (dates, format, location)	Jane Byrne, Tony Kershaw, Sean Alker and Dave Harrison stated that they had rooms which could be used for future meetings. Gary asked all members of the group to contact him to discuss their special responsibilities.	
A.O.B	<p>Greville Kelly asked executive members how long they had worked on the estate for inclusion of the information in the next bulletin.</p> <ul style="list-style-type: none"> <li>• Gary Chester (Chairman) 23 years</li> <li>• Pete Price (Office Essentials) 6 years</li> <li>• Sean Alker (DJM Logistics) 4 years</li> <li>• David Harrison (Henkel Consumer Adhesives) 16 years</li> <li>• Mark Smith (Jiffy Packaging) 14 years</li> <li>• Tony Kershaw (County Commercial Stationery Ltd) – 9 years</li> <li>• Jane Byrne (Brand Express) – 19 years</li> <li>• A total of 91 years experience of working on the estate.</li> </ul>	

**Date of next meeting:**

1. Winsford 1-5 Business Environment Group Meeting – 18<sup>th</sup> May 2006 @ Jiffy Packaging.
2. Winsford 1-5 Executive Meeting – 23<sup>rd</sup> June, location TBC.