

Agenda

Meeting: Winsford 1-5 Executive Group Meeting

Date: 23rd June 2006

Time: 12.00pm – 2.00pm

Location: Brand Express, Road Four

1. Minutes of last meeting and action 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 Mike
5. Proposed estate audit pro-forma and customer care reporting Mike
6. Presentation of SLAs Greville
7. Estate web site – presentation of web site map Greville
8. Business Networking events All
9. Future training course for Misc training budget Greville
10. Production of future estate bulletins Greville
11. Future meetings (dates, format, location) Greville
12. A.O.B.

Executive Board Minutes

Meeting: Winsford 1-5 Executive Board Meeting
Date: 23rd June 2006
Time: 12.00-14.00
Location: Brand Express, Road Four

Present:

- Greville Kelly (Groundwork)
- Mike Kelly (Estate Manager, Groundwork)
- Gary Chester (Chairman)
- Pete Price (Office Essentials)
- Sean Alker (DJM Logistics)
- Mark Smith (Jiffy Packaging)
- Jane Byrne (Brand Express)

Apologies:

- David Harrison (Henkel Consumer Adhesives)
- Ian Paton – VRBC
- Tony Kershaw (County Commercial Stationery Ltd)

Agenda Item	Minutes	Actions
Minutes of last meeting and actions	Minutes of last meeting approved. Actions from meeting complete except for the printing of business cards for Gary Chester and Mike Kelly. The constitution was also signed at the meeting.	GK arrange printing of business cards GK send a copy of the constitution to VRBC.
Payment of BID Monies	An update was provided from Vale Royal Borough Council, 45 companies had not paid the BID levy despite reminders being sent out. The Group decided to leave the responsibility for collection of BID levies with VRBC to ensure that relations between the Executive Group and member companies are not damaged.	VRBC to send out final letters to companies requesting the BID levy.
Executive Members Reports	<p>Chairs Report Gary Chester has attended two meetings. The first was the Gypsy and Traveller Voice Forum. This has been set up to provide an interface between gypsies, travellers the police and other agencies. The major issue identified at the meeting was lack of suitable sites for travellers. Therefore, the 1-5 Group needs to consider focusing the Local Authorities attention on funding appropriate sites, in order to provide a pragmatic solution to the issue of gypsy and travellers becoming resident on the industrial estate.</p> <p>The second meeting Gary has attended is with the new Police Inspector for the Winsford area who is keen to support the 1-5 Group and has offered facilities for the next 1-5 meeting to be held at the Police Headquarters in Winsford. Gary has since had contact from a local Constable following the meeting to discuss the detailed needs of businesses on the estate.</p> <p>Treasurers Report Jane Byrne reported that Groundwork has set up a separate account within its trading company in order for the BID money to accrue interest.</p> <p>Business Support Pete Price reported that the estate manager is in place and</p>	Mike Kelly to organise a room at the Police Headquarters on 20 th September 2006 for the next 1-5 Group.

Service Level Agreements	Greville Kelly presented the attached service level agreement for comment. The Executive recommended that Cheshire County Council and Cheshire Police be included within the SLA and that the name be changed to a partnership agreement. Greville Kelly requested feedback on the SLA from Executive Members before the next meeting (11 th August).	Greville Kelly to circulate the SLA to the Executive and incorporate the feedback from members in the final document.
Estate Website	Greville Kelly presented the attached outline for the estate website. The Executive approved the initial outline.	Greville Kelly to progress with Pete Price the development of the estate website.
Business Networking Events	A discussion was held about what format Business Networking Event should take. It was agreed that a Crown Green Bowling social event should be held over the summer.	Mike Kelly and Pete Price to work up a proposal and for VRBC to provide funding with their BID commitments.
Future Training Courses for the miscellaneous training budget	Greville Kelly requested ideas from the Executive on the types of training courses that should be funded through this budget heading. The following suggestions were made: <ul style="list-style-type: none"> • Manual Handling Training • Car Driver Training • Fork Lift Truck Training • Stress Management 	Greville Kelly to obtain prices.
Production of Future Estate Bulletins	Greville Kelly requested that Executive members supply a short article on their areas of specialism for inclusion within the next estate bulletin.	Executive members to supply articles maximum 300 words by 11/09/06.
AOB	Discussions held about the VRBC Business Awards. It was decided that the Winsford 1-5 Business Environment Group should sponsor an award at next years event.	Gary Chester to contact VRBC to register the group's interest in sponsoring an award next year.

Thank you to Jane Bryne of Brand Express for provision of the venue and catering.

Date of next meeting:

1. Winsford 1-5 Executive Meeting – 11th August 2006 @ County Commerical 12 – 2pm
2. Winsford 1-5 Business Environment Group Meeting – 20th September 2006 @ Cheshire Police Headquarters 12 – 2pm
3. Winsford 1-5 Executive Meeting – 20th October 2006 @ DJM Logistics, Road One, 12 – 2pm

Estate Report June 2006

- Training courses (5) for appointed first aiders have been booked to take place at Wharton Conservative Club before the year end.
- The first principles of health and safety course to take place on 28TH June fully subscribed.
- Manual Handling training being offered to estate companies on 21st June is also fully subscribed.
- Rucks to Eat the estate cafeteria opened for business on 19TH June.
- Security company considering relocation onto estate.
- Attended the launch of travellers voice at Cheshire Police HQ
- Liaised with Insp. Gallagher over estate cover.
- Continued to mediate between Polar and AMS over planning dispute.
- Met again with lorry park operator.
- Met with John Roberts of VRBC to discuss security cameras.
- Met with Don Patterson of VRBC to discuss feeds for security cameras.
- Met with 3 signage companies.
- Conducted visits to the following companies, Ruck, Polar, Pet Food Warehouse, Sandersons TCM, Furniture Finders, Storm Recycling, Edmundsons, Henkel, PC Steel Fabrications, Hallmason Design, Arriva, M and M Pallets, VRBC, Vernons, RJK Logistics, 747 Express, Venture, BAHC, Meridian House, Quick Steel.
- Pet Food Warehouse opened within Navigation Park.
- Four tenants are in place for the Diversey/Burke Development site, (TWM, STM Gearing, Brian Dingle and Environmental Company).
- Storm have moved operations to road three and have created a recycling depot.
- Worked with police and landlord to deal with issues of traveller trespass on Cosmopolitan and Navigation Park sites.
- Four units are under offer at Navigation Park making a net gain of 10 new companies to the estate.
- Two companies Richmond and Thermo Elemental have left the estate.

Mike Kelly
23.06.06

DRAFT 1

Service Level Agreement for delivery of 'the plan 2006-11' a proposal for a Business Improvement District on Winsford Industrial Estate.

This Service Level Agreement is made on XX July 2006.

Between

The Winsford 1-5 Business Environment Group, Winsford Industrial Estate

and

Groundwork Environmental Service (Cheshire) Ltd of Yarwoods Arm, Navigation Road, Northwich, CW8 1BE

and

Vale Royal Borough Council of Wyvern House, The Drummer, Winsford.CW7 1AH



1. Introduction

This service level agreement sets out the roles, responsibilities and commitments between the Winsford 1-5 Business Environment Group, Groundwork and Vale Royal Borough Council with respect to the delivery of the Winsford 1-5 Business Environment Group five year Business Improvement District (BID) proposal 'the plan 2006-11'. This service level agreement shall cover the period April 2006 to March 2011.

2. Whereas

- 2.1. The Winsford 1-5 Business Environment Group appoint Groundwork Environmental Services (Cheshire) Ltd to act as 'the accountable body' for 'the plan 2006-11' a proposal for a Business Improvement District on Winsford Industrial Estate.
- 2.2. Groundwork Environmental Services (Cheshire) Ltd has agreed to act as 'the accountable body' for the Winsford 1-5 Business Environment Group in delivering 'the plan 2006-11'.

3. Purpose of the partnership and this service level agreement

To become the premier industrial estate within Cheshire and the North West capable of attracting, developing and supporting a broad spectrum of companies through the provision of a safe, clean and connected industrial estate.

Mission 2006-2011

"To promote Winsford Industrial Estate Green Business Park as a location of choice for both employers and employees in mid-Cheshire, by working in partnership to focus on our four themes for improvement:

1. Providing a range of support functions that will benefit all businesses
2. Increasing business security and preventing crime
3. Developing initiatives to improve transport
4. Image enhancement measures across the estate

4. Roles and responsibilities of Winsford 1-5 Business Environment Group**Members of The Winsford 1-5 Group will be responsible for:**

- Overseeing the Business Improvement District and ensuring it delivers its services and improvements as identified within the BID proposal.
- Ensuring the finances raised from the Business Improvement District are used on items of expenditure as identified within the Business Improvement District business plan.
- Electing a chair and treasurer at the annual general meeting who will lead the executive committee.
- Electing on an annual basis five further executive members, who will join the executive committee to oversee the delivery of Business Improvement District.
- Appointing auditors to audit the accounts of the Business Improvement District.
- Approving the financial regulations for delegated authority for approval of expenditure under the Business Improvement District.
- Approving legacy expenditure from the Winsford 1-5 Business Environment Group bank account. This is separate from the proposed Business Improvement District and related to income contributed towards the Winsford 1-5 Business Environment Bank Account prior to the establishment of the Business Improvement District.

The Executive committee of the Winsford 1-5 Business Environment Group will be responsible for:

- Guiding and directing the appointed project management agent (Groundwork Environmental Services (Cheshire) Ltd) in the delivery of the Business Improvement District.
- Ensuring that the appointed project management agent is held accountable for expenditure of BID monies.
- Approving eligible expenditure in line with the delegated powers detailed within the financial regulations that have been approved by the members of the Winsford 1-5 Business Environment Group.
- Monitoring and reporting to members of the Winsford 1-5 Business Environment Group board on the achievement of key performance indicators and expenditure.

Roles and responsibilities of Groundwork Environmental Service (Cheshire) Ltd

- To manage the receipt of income from Vale Royal Borough Council and businesses (through the provision of training courses) and ensure that this is spent in line with the business plan.
- Produce quarterly claims accounting for project expenditure and reporting on the delivery of the BID against key performance indicators and milestones.
- Provide secretariat support for the Winsford 1-5 Business Environment Group and the Executive Committee.
- Produce an audited statement of expenditure, detailing income received from the Business Improvement District and the expenditure defrayed against this income.
- Present progress reports at the Winsford 1-5 Business Environment Group meeting and to the Executive committee.
- Employ an estate manager.

Roles and responsibilities of Vale Royal Borough Council

- Issue Business Improvement District Levies in April of every year between 2006 and 2011.
- Collection of the Business Improvement District Levies from companies liable for a levy on Winsford Industrial Estate.
- Provide funding to the value of £52,300 to support the activities detailed below:

Year	2006/07	2007/08	2008/09	2009/10	2010/11
Marketing costs (CASH)	£ 2,100	£ 2,100	£ 2,100	£ 2,100	£ 2,100
Letter costs and stationary (CASH)	£ 300				
Deliver two annual business networking events (GIK)	£ 1,500	£ 1,500	£ 1,500	£ 1,500	£ 1,500
Collection of BID levy by VRBC (GIK)	£ 10,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000
Print and design of leaflet for mailshot to Winsford (CASH)	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000
Development and maintenance of web site (CASH)	£ 5,000	£ 1,500	£ 1,500	£ 1,500	£ 1,500
Total Annual Value	£19,900	£8,100	£8,100	£8,100	£8,100

GIK = Gift in Kind.

- To provide the baseline services as detailed in appendix 1 of this service level agreement.
- To consult with the Winsford 1-5 Business Environment Group and its members in the development of Council policies and strategies. In particular those that impact upon the activities of Winsford Industrial Estate and its resident companies to ensure 'strategic fit' between the plans and activities of the Winsford Industrial Estate and Vale Royal Borough Council.
- Support the Winsford 1-5 Business Environment Group and Groundwork Environmental Services (Cheshire) Ltd in minimising VAT liabilities from the delivery of 'the plan 2006-11'.

5. Executed as a deed

5.1. In witness whereof the parties hereto have caused this Service Level Agreement to be executed the day and the year first before written.

For and on behalf of Winsford 1-5 Business Environment Group

Signature:

Name: Gary Chester

Position: Chair

Date:

In the presence of:

Signature:

Name:

Position:

Date:

For and on behalf of Groundwork Environmental Service (Cheshire) Ltd

Signature:

Name: Ted Manders

Position: Executive Director

Date:

In the presence of:

Signature:

Name:

Position:

Date:

For and on behalf of Vale Royal Borough Council

Signature:

Name:

Position:

Date:

In the presence of:

Signature:

Name:

Position:

Date:

Appendix 1

Baseline Services to be provided by Vale Borough Council

Street Cleansing

Litter Picking

Signage maintenance

etc

