

Agenda

Meeting: Winsford I-5 Executive Board Meeting – Thursday 1st May 2014

Time: 12.00pm – 2.00pm

Location: Ruck Ltd, Road One, Winsford Industrial Estate

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| 1. Welcome | PP |
| 2. Approval of Minutes of last meeting and actions | PP |
| 3. Budget/Claim | JH |
| 4. Estate Managers Report | MK |
| 5. Projects Update | JH/MK |
| • Image Enhancement projects/Maintenance programme | |
| ✓ Bins | |
| ✓ Pond Area | |
| ✓ Road Two | |
| ✓ Annual maintenance programme | |
| ✓ Entrance feature | |
| ✓ Entrance boards | |
| ✓ Road Five | |
| • CCTV | |
| • Traffic calming signs | |
| • De-Fibs | |
| • Employee Incentive Scheme | |
| • Winsford website | |
| • Winsford I-5 Expo/PR/Marketing event | |
| 6. Road One – Traveller Site Proposal - Update | PP/JH |
| 7. A.O.B. | |
| • Date of next meetings | |

Minutes

Winsford 1-5 Business Environment Group Meeting

Date: 1st May 2014
Location: Rucks, Road One, Winsford Industrial Estate
Time: 12 noon – 2pm

Present: Name	Company	Name	Company
Pete Price (Chair)	Office Essentials	Iain Paton	Cheshire West and Chester Council
Chris Rowbottom	Weaver Vale Housing Trust	Jane Hough	Groundwork Cheshire
Richard Robbins	Labpack Ltd	Mike Kelly	Groundwork Cheshire
Lisa Lyons	Briggs & Stratton	Greville Kelly	Groundwork Cheshire
Dharma Nurse	Rucks Ltd		
George Ralston	STM		
			Actions
Welcome	Thanks were given to Ruck for supplying the buffet and hosting the meeting.		
Approval of minutes from last meeting and matters arising	<p>Approval of the minutes from the last meeting was received by the Board as a true and accurate record. Apologies were received from SH</p> <p>Matters arising:</p> <p>JH reported that CWaC had confirmed the arrangement for future charging for collection of BID levies. A decision is expected on whether a charge is to be made will occur in April 2015.</p> <p>The 14/15 training schedule has been issued.</p> <p>JH has arranged the CCTV / Security contract meeting</p> <p>The tour of the estate to review image enhancement with DN and CR has been completed.</p> <p>The meeting with business at Woodford Park had been postponed.</p>		<p>JH to review with Business Rates Team in 2015</p> <p>JH to pick up at the end of May 2014</p>
Budget/Claim	<p>The 2013/14 finances were reviewed.</p> <p>The BID has invested £83,800 in the year. There is an expected minimum surplus of £4k for the year.</p>		All
Estate Managers Update	<p>MK went through the highlights of his report to the Board.</p> <ul style="list-style-type: none"> Investment is taking place at the Former DJM site. Additional investment is taking place at I-100 (former Tesco) 		

	<p>site), which has been purchased.</p> <ul style="list-style-type: none"> • The Phoenix Centre has seen additional tenants including Balfour Beatty and a company from Northwich (TBC). • Maximus building has been acquired by Tiger Trailers. • Other smaller levels of investment are also being seen. • The annual customer care visits, have shown that 80%+ of businesses are forecasting growth in 2014/15. • Wider investment on the perimeter of the Industrial Estate was also reported, including an expansion plan by Morrisons. 	
<p>Projects Update</p>	<ul style="list-style-type: none"> • Bins – These have been ordered, with CWaC yet to confirm an installation date. These items have been funded by a 50% contribution from the BID. • Pond Area – Basic improvements have been delivered including cutting back of vegetation and painting of bollards /wooden posts. JH reported that additional funding could be made available from ‘Awards for All’. This might fund an interpretation board, dipping platform and further enhancements. It was agreed to allocate a budget of £1000 for summer maintenance. GR recommended installation of a warning ‘deep water sign’. DN suggested spreading wildflower seeds to keep the natural look of the area. • Road Two – This location was agreed as needing investment to improve its image. MK reported issues around parking of HGVs. DN suggested that some lobbying of CWaC to improve / upgrade the gravel footpath. • Annual maintenance programme – JH reported that the annual investment in this was £2.3k. Discussion was held around the areas that this covered. JH reported that CWaC now have an app for reporting highways issues. • Entrance feature – MK and PP have reviewed the entrance features on Winsford Ind. Estate. PP reported he would like to see a strategic entrance feature including replacement of slanting signs and enhanced road markings / features. • Entrance boards – These are being upgraded now. • Road Five – DN suggested that hard copies of the map for Winsford Ind Estate be held in Rucks to Eat, who often receive enquiries from drivers looking for specific businesses on the industrial estate. • CCTV – JH reported that the SLA now extends 31st March 2016. JH reviewed options for expansion of the CCTV system. See attached paper. JR outline options for enhancement to the CCTV scheme, including relocation of cameras to improved locations, and installation of two additional cameras. JH reported that investment in an additional PC for monitoring the images. JH reported that risk assessments have been sent through. The budget for this project was reported as £9.5k. 	<p>MK to confirm installation date from CWaC.</p> <p>MK order regular maintenance for the Pond area to keep vegetation cut back.</p> <p>MK arrange for installation of ‘Warning Water Hazard Sign, do not enter pond.</p> <p>CR and DN to lead on the proposal for enhancing the pond area.</p> <p>MK / CR to approach CWaC Highways and Streetscene to review improvement projects that can be realised on Road Two.</p> <p>JH/MK to schedule with DN and CR and review.</p> <p>MK to approach Sue Griffiths for sustainable planting solution recommendations’.</p> <p>MK to promote the Smyle App to businesses and employees across the estate.</p> <p>MK to chase feedback from Highways depts. Relating to installation of enhanced road markings.</p> <p>MK to resend sign design concepts to Exec Board members</p> <p>DN to arrange for maps of the estate to be made available in Ruck to Eat.</p> <p>JH to place order for CCTV improvements.</p> <p>JH to make arrangement for One Tek to supply method statement and risk assessments for the CCTV project.</p>

<p>Winsford 1-5</p>	<ul style="list-style-type: none"> • Winsford 1-5 Expo/PR/Marketing event - The Exec Board were informed by MK that there is no space available on the estate to host this event, and therefore the event would need to be hosted off site. It was agreed that the expo for 2014/15 not be approved. In its place a higher level, more strategic, business event could be developed. • Winsford website - JH reported this would be completed in the next 4-6 weeks. • Traffic calming signs – still awaiting feedback from Highways • De-Fibs – JH reported that a defib has been placed on the Council owned site on Road Three, however there were access issues which limit easy access in an emergency. • Employee Incentive Scheme – Jane H reported that no new members had signed up, however 84% of businesses reported in the annual business survey that they were aware of this. • Bike to work day – MK to arrange a Bike /Walk to Work Day, offering free breakfast for all attendees. 	<p>IP to draft potential content for this new event.</p> <p>MK to contact Highways for an update</p> <p>JH to approach CWaC re location of a DEFIB on Winsford Ind Estate.</p> <p>MK email all companies to obtain HR contacts details.</p>
<p>Travelling Showman Site</p>	<p>No further news of updates</p>	
<p>AOB</p>	<p>New Banners are being investigated by DN and CR, It was agreed to progress these improvements, reviewing options for extending the length of the banners. Options are also being considered for fixed / solid banners.</p> <p>GK informed the group that following the excellent results from the annual business survey, MK would be seeking local press opportunities, and options for regional press were also being considered.</p> <p>JH updated the group on an opportunity to attract additional funding to enable MK to work promoting local residents into job opportunities across the Industrial Estate. DN / CR suggested that the estate could hold a job fair to promote job opportunities.</p>	<p>MK to contact the local press to promote the headlines from the annual business survey.</p> <p>JH to email the board with updates on this initiative.</p>

Date and location of next meeting: Winsford 1-5 Executive Board meeting: Friday 8th August 2014, Groundwork Cheshire, Yarwoods Arm, Navigation Road, Northwich, 12pm