

Minutes

Winsford 1-5 Executive Board Meeting

Date: 8th June 2015
 Location: Ruck Ltd, Road One, Winsford Industrial Estate
 Time: 12 noon – 2pm

Present: Name	Company	Name	Company
Pete Price (Chair)	Office Essentials	Jane Hough	Groundwork Cheshire
George Ralston	STM	Martin Humphreys	Groundwork Cheshire
Chris Rowbottom	Weaver Vale Housing Trust	Jacqueline Wilson	Cheshire West and Chester Council
			Actions
Winsford Strategic Plan update	<p>PP Welcomed everyone to the meeting and introduced the new business park manager Martin Humphreys.</p> <p>PP reported that he had attended a meeting Winsford Neighbourhood Plan Steering Group Meeting discussions at the meeting were in relation to redeveloping the town centre and much talk about apprenticeships. It appeared positive for the town but often these are quite slow to move. CR stated that WVHT had been visiting businesses with a view to apprenticeships and had done for a long time.</p> <p>JH said that MH should give support to businesses to enable them to get hold of apprentices with as little hassle as possible.</p> <p>GR stated that STM have some apprentices and have put them on an NVQ but it can sometimes be a problem during busy periods when they have to have one day a week off.</p> <p>JH said that she and MH had had a meeting with Mott Macdonald in relation to the strategic plan and traffic movements; they are creating a wish list for the town and consulting with businesses.</p> <p>PP stated that Philip Cox visited the Industrial Estate and was very impressed, spoke about the HS2 and how there would need to be infrastructure improvements in order for traffic to get to Crewe.</p> <p>The 35 hectares of land that are available for growth were also discussed and how best to use the land for the benefit of the estate</p>		<p>MH to send traffic data to Mott Macdonald</p>

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.</p> <p>Apologies were received from Shaun Hardman, Richard Robbins and Greville Kelly</p>	
Budget/Claim	The claim January 2015 – March 2015 was approved. JH commented that the BID is operating with some surplus. This quarter there would be a rebate for multiple occupancy companies with a refund due and this should sit in this year's accounts. PP asked is it possible to carry surplus into BID3. JH confirmed that surplus can be carried into BID 3 if approved.	
Estate Managers Update	Please see attached report	
Projects Update	<p>CCTV/ANPR – Following the Onetek presentation GR attended the meeting regarding the ANPR and met the suppliers and the software manufacturers. Lee Donaghey has provided a quotation and JH said that this was quoted alongside the Gadbrook Park CCTV quote to provide economies of scale.</p> <p>CR asked if the cost would go up for the estate if Gadbrook Park do not go ahead. JH commented that this would be the case. GR mentioned the technicalities of the system and possibly linking to the police. PP asked is it possible to get more quotes for the ANPR from other suppliers to ensure that the BID was achieving best value for money.</p> <p>Image Enhancement Projects</p> <p>Road 2 –There are still issues with parking on Road Two, The wagons at Jiffy still seem to be causing a slight problem although this has improved recently. Another issue now is cars parked from the garage on both sides of the road and not moving causing problems for drivers and pedestrians.</p> <p>Maintenance – A quote has been received for the landscaping of the estate, it was felt that this was quite expensive. PP stated that we should get another two quotes to see if this was competitive.</p> <p>Banners – It was decided to start again on the subject of banners at both ends of Road One. BAM Nuttall had no record of any quotes or designs for these.</p> <p>Profile Communications have been tasked with the next quarterly bulletin however it may be worth looking at quotes from other suppliers in the future.</p> <p>Road Five HGV Issues – A survey was carried out with the lorries on Road Five, where they were going/had been and how long they had been there. It was decided to leave it for another few weeks to see if the situation improved with Howard Tennens now taking deliveries.</p>	<p>MH to get more quotes for the ANPR from different companies.</p> <p>JH to get quotes from County Landscape design, WAP Lawton and Alan Plumley</p> <p>MH to obtain quotes for design and installation of the banners</p>

	<p>Employee Incentive Scheme – It was decided that free one week passes would be handed out on the bike to work day to make people aware of the discounted rates at Brio clubs.</p> <p>Mid Cheshire BID Breakfast Networking Event – This event is taking place on the 1st July with Philip Cox of the Chester and Warrington LEP. JH stated that the number of replies from businesses on the industrial estate was very poor.</p> <p>Joint Procurement – JH talked about a company giving cost consultancy to businesses in Northwich on the basis of economies of scale and that this had been successful to some companies. PP did not know if there was value in this on the estate. The board agreed that a sample of companies off the estate could be approached to see if savings could be made.</p> <p>BID3 Consultation – Consultation for BID3 is to begin immediately, this will be carried out face to face, on line, or by post in order to get the highest response rate that we can.</p> <p>Branding – It was discussed as to whether or not the branding for the industrial estate should be changed. PP said that he was happy to change the branding, however we should get quotes for rebranding the whole estate and the executive board choose who they are going to use</p> <p>Marketing and Promotion - In terms of marketing it was decided that Twitter seemed to work better for businesses on the industrial estate rather than facebook in terms of getting information out.</p>	<p>MH to send out email to businesses.</p> <p>MH to sample small number of companies to see if savings can be made.</p> <p>JH to obtain quotes for re-branding</p>
AOB	<p>JH stated that the last traffic calming sign should be installed by the end of July</p> <p>Traffic numbers should be sent to PP in relation to flows on and off the estate</p> <p>JH stated that the executive board needs two more members – there are two candidates who may wish take a position.</p>	<p>MH to send data to PP</p>

Date and location of next meeting: Winsford 1-5 Executive Board meeting: TBC

ESTATE MANAGERS REPORT

- PCSO (Cheshire Police) FOR WINSFORD INDUSTRIAL ESTATE – Organised for Hannah Price, to run monthly surgeries at Meridian House.
- EASTER SECURITY BRIEFING – Held at Rucks Café with Cheshire Police (PCSO Hannah Price) and Ken Lawton of Alpha Omega advising businesses on being extra vigilant over the bank holiday period.
- ROAD 5 SURVEY – Carried out in partnership with PCSO Hannah Price. Several businesses had complained about the ongoing issue regarding HGV parking, this is an ongoing issue. Started at 06.00am and engaged with nine continental Lorry drivers, ascertaining information such as who they were visiting, when they arrived and what time were their appointments.
- ROADWORKS - Liaised with the contractor PN Daly and Cheshire West and Chester Highways over the road works on Winsford Industrial Estate. Arranged for information and detailed maps to be sent to businesses.

There is also an on-going issue with the CCTV camera – the damaged camera has been sent away for repair. Onetek are currently trying to ascertain how the camera was damaged and who is liable for the damage.

- LANDSCAPING – Met with Pete Price and Ste Allen (Groundwork) to discuss a proposal for landscaping / maintenance for Winsford Industrial Estate.
- CHESHIRE WEST & CHESTER HIGHWAYS – Several meetings with Jerry Gibb, Senior Engineer to discuss:

Road 1 – Resurfacing sections / repairing of damaged kerbs / Grass Verges.

Road 2 – Re marking road markings and possible double yellows.

Road 3 – Possibility to have a “slow “sign or black and white chevron sign.

Road 4 – Resurfacing sections.

Road 5 – Damage to Street Lights, pathway, and removal of illegally placed yellow lines. Lorry parking issues.

- DEFIBRILATORS – Arranged for signage / posters for 7 businesses promoting that they have a defib on site in the event of an emergency.
- JD DOORS – Company very interested in occupying a derelict site on Road 5. Links made with Economic Development and the Estates Department at Cheshire West and Chester Council.

- **BRITISH RED CROSS** – Received an urgent request to rent a warehouse of 10,000Sqft on Winsford Industrial Estate in order for them to receive and distribute items for the NEPAL tragedy. The Property Department of Cheshire West were informed and they have assisted with a property on Road 3.
- **ALUMINIUM FENCING PANEL Co.** – New business on Wallace Court. Arranged for the fully funded Connecting Cheshire project to assist them on creating a new Website and to promote their business via Broadband / Digital.
- **ROAD 2** – Discussed with the Streetscene team for them to weed the pathway and to place a Salt Bin at the public footbridge end of Road 2
- **ANPR** – Attended two meetings to discuss enhanced CCTV security options.
- **COMMUNITY TRANSPORT (Northwich & Winsford)** – Met in order to discuss the possibility of them providing a Bus service for employees that work early / late shift patterns.
- **DAMAGED RAILINGS** – Organised for Sandersons to repair the section of railings at the Traffic Light end of the Estate entrance. Damage caused by a Cheshire Police Vehicle. Liaised with Cheshire Police Insurance department for a liability statement.
- **STREETSCENE** – Arranged with Steve Christie & Lee Maddocks for collections of fly tipping and general rubbish on the Estate. Arranged clean up on estate for the visit of Philip Cox – CEO of the C&W LEP
- **CCTV** - 2 requests for CCTV footage in relation to an alleged assault and a theft on Road 2
- **ILLEGAL PARKING** – a) Car parked on Ion Path now has notice of removal on the window b) Car parked on Wallace Court – owner found – said he will remove it c) Van parked on Road Four – found previous owner said he will tell new owner to move it – follow up and inform council if not moved soon, so that they can put a seven day notice on it.
- **BUSINESS SUPPORT** – Assisting a business on Road One with planning queries via Cheshire West and Chester
- **COMPANIES VISITED** – All companies on Road Two, Road Three and Road Four (with the exception of Arriva Bus Company) have received a visit. Companies on Road Five and Road One to be visited Monday 8th, Tuesday 9th and Wednesday 10th June 2015
- **BIKE TO WORK DAY** – Posters are being distributed, communication on the website and twitter. Security Guards will support the team with stewarding on the day. Winsford Guardian have been invited to attend the event.