

Agenda

Meeting: Winsford 1-5 Executive Group Meeting – Friday 6th May 2011

Time: 12.00pm – 2.00pm

Location: Ambassador Packaging

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| 1. Presentation of the Winsford Industrial Estate Waste Management Survey results | PH/JH |
| 2. Approval of Minutes of last meeting and actions | GC |
| 3. Payment of BID Monies Update | IP |
| 4. Estate Managers Report | MK |
| 5. Projects update and finances – BID 2006-2011 | JB |
| 6. Winsford Ind Estate BID 2 – Year 1 Plan | JB |
| 7. Training Courses/Seminars/Workshops | JB |
| 8. A.O.B. | |
| • Date of next meetings | |

Minutes

Meeting: Winsford 1-5 Executive Group Meeting
Date: 6th May 2011
Time: 12.00 – 14.00
Location: Ambassador Packaging, Winsford

- Gary Chester (Chairman)
- Greville Kelly (Groundwork)
- Jane Byrne (Principal Project Manager, Groundwork)
- Iain Paton (Cheshire West and Chester Council)
- Graham Howarth (Office Link)
- Howard Luther (Post and Column Company)

Apologies

- Lucie Riley (VKR Logistics)
- John Roberts (Iveco)
- Pete Price (Office Essentials)
- Mike Kelly (Estate Manager)
- David Harrison (Henkel)

Agenda Item	Minutes	Actions
Approval of minutes from last meeting and matters arising	<p>Phil Hill and Jonathan Hutchinson presented the Waste Management Survey Results to the Board with recommendations to take the project forward</p> <p>A number of options were discussed to take the project forward and the following actions were agreed:</p> <ul style="list-style-type: none"> • GK to look at costs for Groundwork to provide further work on the project • JH requested permission to provide CLIC with compiled data without personal company details for them to look at the feasibility of a “milk round” scheme • IP to speak to CWaC regarding collection of commercial waste <p>Minutes of the last meeting were agreed as an accurate record</p> <p>Apologies were received from Lucie Riley, John Roberts, Pete Price, Mike Kelly and David Harrison</p> <p>Matters arising and outstanding actions from the last meeting:</p> <p>IP informed the meeting that the Census 2011 information would become available in 2012. IP stated that the Winsford and Rural East Partnership Board hold data dating back to 2007. Some of the Statistics could be utilised on the Winsford website.</p>	IP to forward report to JB

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Managing Agent:



Agenda Item	Minutes	Actions
Payment of BID monies/Finances	<p>JB confirmed that there had been little change in the position with the outstanding debts. The Business Rates department confirmed that they have gone through the whole debt recovery process and therefore majority would have to be written off. This does not impact on the original BID budget finances, as any additional income received from 2005-2011, will be utilised to offset the debts.</p> <p>JB informed the Executive Board that Murray Smith have been issued with the year end accounts. Once the accounts have been finalised JB will report to the Board if there is any surplus available.</p> <p>BID Levy Rebate applications from two businesses. The Board provided approval for the rebates to be issued.</p>	<p>JB to raise cheques</p>
Project Update	<p>See attached Project Report</p> <p>JB presented the Board with a specification for the website which contained Social Media. JB requested the boards approval of the specification and proposal to send out to tender to 3 web development companies, preferably based on Winsford Industrial Estate. The Executive Board approved for JB to proceed to tender.</p> <p>A discussion took place regarding the marketing support proposal from Cheshire FM. The Board agreed that the main priority is to re-develop the website, once this project was completed the Board would consider the proposal again.</p>	<p>JB to contact a minimum of 3 businesses for the tender process</p> <p>Defer to next meeting</p>
Estate Managers Report	<p>See attached Report</p>	
A.O.B	<p>JB confirmed due to timings of the Peoples Millions application process and the time it would take to obtain a Licence for the Pond area from CWaC, the pond project was now placed on hold until later in the year.</p> <p>JB presented the Board with a number of ideas around a summer event. A discussion took place and the preferred event would be a BBQ held at the Brighton Belle.</p>	<p>MK to approach the Brighton Belle</p>

Date and Location of next meetings:

Winsford 1-5 Executive Meeting – Friday 8th July 2011 – Venue TBC

Winsford 1-5 Business Environment Group Meeting – Thursday 12th May 2011 – Iveco Road Three

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Project update Report – May 2011

Finances – 2010/2011

- Following a review of the finances the BID has spent £105,550 in addition to this £28,518 has been accrued for projects started but not yet complete.
- A full audit of the BID Accounts 2005-2011 will be undertaken on by the Accountants Murray Smith, date TBC.
- The outstanding debt position remains unchanged with CWaC, a breakdown of the debts are as follows:

Pragma Gaming Ltd £2,120.86

Chasefern (in liquidation) £6,000

Basware Ltd £721

Jungle Gym £600

Ki-Chem Ltd £136.01

RDW Ltd £1,500

Durgavan Ltd £2,191.96

Hardcastle Investments Ltd £1,270 (Renray property up to 14/10/9)

Brian Lloyd £381.00 - Unit 1 Dennis Castings pre 2009

Mr J Parker £197 - 7 Wallace Court pre 2008

Projects to complete – BID 2006-2011

Theme One

Security

CCTV System

- Following the decision by the Executive Board to progress with the monitoring and maintenance of the CCTV system within the BID budget. The monitoring of the CCTV system has been placed with Select Security, with maintenance of the system to be provided by Extreme Networks. Select Security are currently awaiting the installation of a dedicated BT line, which the Winsford CCTV system will operate on.

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Theme Three

Image enhancements

- The planning application for the Sensory Garden and Cheshire Fencing at the Southern End of the Industrial Estate has been delayed; this is due to the lighting required for the name boards at both ends of the Estate requiring planning permission. Jane Byrne is working with Andrew Woodbine from AWE to establish the correct lighting and electrical feed. This is currently being held up by CWaC as they hold the keys to the CCTV feeder boxes (nearest electrical connection)

Theme Four

Business Support

Resource Efficiency

- Resource Efficiency – The EBS Team are currently working with Henkel and have developed some initial plans for Linpac, who due to business constraints are not able to progress, however there is approximately £2,500 available to continue to assist Henkel and other businesses if required.

Waste Management Study

- See presentation by Groundwork EBS Team

Projects update – BID 2 2011-2016

Theme One

Sustainable, Supported and Promoted Estate

Website

- Please see Profile Communication proposal

Maintenance and Development of our Assets

- A formal annual maintenance plan for Roads One, Two (footbridge) and Five (public footpath) has been drawn up for Steve Rhodes, which is now in progress, in addition Steve Rhodes has provided a quote for the work required at the substation on Road One and footbridge on Road Two.

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- The BID banners have been replaced with the new look and feel banners, however due to the high wind we have experienced of late, the banners have torn/ripped. RJ signs have now sourced a heavy duty material to replace the banners and are being replaced at no extra cost to the BID.

Theme Two

Secure and Safe Trading Environment

Security Patrols

- Select Security has been nominated as the mobile security provider throughout bank holidays and the Christmas and New Year period. I am pleased to report that the Easter Bank Holiday period was successful with no reported crime. However the May bank holiday weekend has seen quite an unusual incident which Mike Kelly and Inspector Snasdell are currently investigating.

Rapid Text

- Mike Kelly has distributed the new rapid text poster to be included on business/organisation notice boards. The service currently has 115 subscribers with new members being added each week. The e-mail information service will be incorporated into the system in the next quarter.

Selecta Mark

- The Selecta Mark DNA property marking kits continue to be distributed to companies across the Estate.

Theme Three

Training, Knowledge and Skills

Training

- A series of training courses have been booked from April – September 2011. Fire Risk Assessment, Asbestos Awareness and a 1 Day First Aid Course were delivered in April 2011. Further courses in CIEH H&S Level 2, 3 Day First Aid Course and CIEH Manual Handling are scheduled to take place in June, July and September 2011. JB is currently working on a training programme for October 2011- March 2012; the courses will include CIEH H&S Level 2, 1 Day First Aid and Fire Risk Assessment.

Seminars

- JEM Advisors have offered to deliver a series of “Free” Employment Law seminars. The 1st seminar on Fair Dismissal is scheduled to take place in early June (venue TBC).

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ESTATE MANAGERS REPORT MAY 2011

- Within the last month all companies have had hand delivered the new rapid text poster and information about the service.
- I ran through with Select Security what was expected of them with Bank Holiday patrols and in particular I pointed out to them vulnerable areas.
- Over the Easter weekend I made two spot visits to verify that patrols taking place as requested. I was generally pleased with the guard who I met on both nights who was alert and responsive.
- In spite of the above over the May Day weekend we had a huge RSJ steel structure burnt down on road one. This is still under investigation. Estimate of loss £5k
- Promoting estate and wider business community via Cheshire FM.
- Courses on Asbestos awareness and Fire Risk Assessments took place.
- Further courses on Health & Safety and First Aid scheduled for later in the year
- The entrance signs are being re designed. This is taking some time due to the number of alterations and the desire to accommodate everyone.
- Britton Taco in new ownership.
- Cheshire Business Forum who meet on the estate at the Pickle Jar have had four well attended meetings.
- Furniture Finders re branded to CLIC, "Changing lives in Cheshire"
- Provided one to one coaching on risk assessments for company.
- Resource efficiency report completed by colleagues for the estate.
- Investigative meeting with Jiffy and Clic to try and re instigate the paper collection service on the estate.
- Lobbied Highways, re condition of estate roads.
- Met with Highways, re problems of access to companies on road five created by Lorries parked across entrances.

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