



Agenda

Winsford 1-5 Business Environment Group

Quarterly Meeting

Date: 12TH May 2011

Location: Iveco, Road Three

Time: 12.00pm – 2.00pm

1. PRESENTATION – WASTE MANAGEMENT SURVEY RESULTS	JON HUTHCHINSON
2. WELCOME AND UPDATE	PETE PRICE
3. BID 2006- 2011 UPDATE	JANE BYRNE
4. BID EXPENDITURE PLAN 2011-2012	JANE BYRNE
5. ESTATE MANAGERS REPORT	MIKE KELLY
6. AOB	

The UK's First Industrial Estate Business Improvement District

Support by:  Cheshire West
and Chester

Managing Agent:



Minutes

Winsford 1-5 Business Environment Group Meeting

Date: 12th May 2011
 Location: Iveco, Road Three, Winsford Industrial Estate, Winsford
 Time: 12.00 – 14.00

Present:

Name	Company	Name	Company
Pete Price	Office Essentials	Steve Margerum	Finnings
Gill Williams	CWaC	Mike Worthington	The Pickle Jar
Paul Middlehurst	My House Group	Kareena Bennett	Bralin Recruitment
Lee Donaghey	ONETEK Ltd	Gary Cliffe	CLIC
Jane Byrne	Groundwork	Mike Kelly	Groundwork Cheshire
Syd Williams	CSS	Jacqui Wood	CSS
PC Tom McDermott	Cheshire Police	Paul Eagle	Lean Training
Naomi Bates	AMS	Karen Crosse	The Pickle Jar

Agenda Item	Minutes	Actions
Presentation of the Waste Management Study	<p>Jonathan Hutchinson presented the Waste Management Survey Results to the Group and informed the meeting that the Executive Board had agreed to progress the feasibility of a milk round service on Winsford Industrial Estate.</p> <p>A number of questions were received from the floor:</p> <p>Syd Williams – CSS requested could poly-propylene plastics be included in the collection. JH stated that he would discuss with SW separately</p> <p>Mike Worthington – The Pickle Jar asked were there any benefits of sending to incinerator. JH stated that this would be a last resort and the project was more about use/recycling on the Estate.</p>	
Welcome – Pete Price	<p>Pete welcomed businesses to the meeting and provided an overview of BID 2 for the new businesses in the room.</p> <p>Lean Training who has just moved onto the Estate gave a short presentation on their business.</p> <p>Pete asked for approval of the minutes of the meeting held on 11th February 2011. The minutes were accepted as a true and accurate record of the meeting.</p> <p>Pete then handed over to Jane Byrne for a project update.</p>	

<p>BID 2006-2011 Update & BID 2 – Year 1 Expenditure plan</p>	<p>See attached project update reports from Jane Byrne.</p>	
<p>Estate Managers Update</p>	<p>See attached Estate Managers report from Mike Kelly.</p>	
<p>AOB</p>	<p>Mike Worthington from The Pickle Jar extended his thanks to Groundwork Cheshire and the Executive Board members for the extensive work that had gone into the Winsford 1-5 CCTV project.</p> <p>Mike Worthington – The Pickle Jar gave a short presentation on Cheshire Business Focus Group, the group provides networking opportunities and meet twice a month. Mike extended an invitation to all Winsford Industrial Estate businesses to join the group and asked the Group to consider a joint networking event in the future.</p> <p>Karen Cross – The Pickle Jar requested the opportunity to provide a proposal to the Winsford 1-5 Executive Board for a Summer Event.</p> <p>Pete Price closed the meeting by thanking Iveco for the use of their facilities and The Pickle Jar for the excellent buffet.</p>	<p>JB to discuss with the Executive Board</p> <p>JB to meet with KH to discuss in further detail</p>

Date and time of the next Winsford 1-5 Business Environment Group Meeting

AGM – September 2011, Venue TBC

BID expenditure review for 2010/11

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.

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. Groundwork is currently working with Andrew Woodbine from AWE to establish the correct lighting and electrical feed.

Theme Four

Business Support

Resource Efficiency

- Resource Efficiency – The Groundwork EBS Team are currently working with a number of the bigger organisations on the Industrial Estate in developing plans with Resource Efficiency. The BID currently has an amount of money set aside to assist any non- SME business that may require support in this area.

Waste Management Study

- See presentation by Groundwork EBS Team

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Projects update – BID 2 2011-2016

Theme One

Sustainable, Supported and Promoted Estate

Website

- The Executive Board has approved a proposal to re-design the website, which will also contain Social Media. A full specification has been drawn up and will go out to tender to any interested parties w/c 16th May 2011.

Maintenance and Development of our Assets

- A formal annual maintenance plan for Roads One, Two (footbridge) and Five (public footpath) has been implemented.
- 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. The banners were replaced this week with a more heavy duty material.

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.

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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. A series of training courses are being considered from October 2011 – March 2012, which will include CIEH H&S Level 2, 1 Day First Aid and Fire Risk Assessment.

Seminars

- A series of Employment Seminars will be scheduled from June 2011. The first seminar will cover Fair Dismissal. Details will be provided to businesses over the coming weeks.

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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