

Minutes

Winsford 1-5 Executive Board Meeting

Date: 18th March 2016
Location: STM, Unit 1 Oasis Business Park, 19 Road One, Winsford Industrial Estate
Time: 12 noon – 2pm

Present: Name	Company	Name	Company
Pete Price	Office Essentials	Louise Ashley	Groundwork
Jacqui Wood	CSS	Jane Hough	Groundwork
Richard Robbins	LP Chemicals	Martin Humphreys	Groundwork
Apryl Biddle	Minsups		

Apologies: Name	Company	Name	Company
George Ralston	STM	Shaun Hardman	Iveco
Simon Schofield	Car Transplants		

		Actions
Welcome and Apologies	<p>PP Welcomed everyone to the meeting.</p> <p>Apologies were received from Shaun Hardman (Iveco), George Ralston (STM) and Simon Schofield (Car Transplants).</p>	
Winsford Strategic Plan update	<p>BE Group Study – BE Group who have been appointed by CWAC to carry you out a survey for a new road into the land available for development has not been completed yet. Jo Comery is contacting businesses and a report will be forwarded to the Exec Board in due course. The study will look at the ingress/egress to the site, options around a slip road or roundabout etc. They have been given the traffic management figures from the I-5 Group as assistance.</p> <p>Engineering Manufacturing Hub – JH attended this meeting. A discussion was held regarding supplying a kit to young people to introduce them to manufacturing/engineering. Engaging schools with businesses is important in order for students to be introduced to the industry. Cllr Brian Clarke the Economic Development Cabinet Minister was also in attendance.</p>	

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<p>Approval of minutes from last meeting and matters arising</p>	<p>PP stated that work is still being carried out on looking at the possibility of finding some land as a temporary lorry park. It is not feasible to put down double yellow lines on Road 5 in the worst hit area as this would only push the issue onto the nearby residential area which has to be taken into consideration. PP will keep the Board up to date with any future developments.</p> <p>It was noted that there are numerous grass verges which need attention on the estate. JH will contact the Groundwork Land Team and obtain a quote for the work.</p> <p>JH will also contact PN Daly who undertook some highway repairs / upgrades last year. The works undertaken left a strip of damaged grass verges to the Southern end of the Estate. A request will be put in to PN Daly again to request when the repairs to the verges will take place.</p>	<p>JH to contact Brendan Cassin at Groundwork CLM for a quote to repair the damage to grass verges.</p> <p>JH to contact PN Daly to obtain a timeframe for the repair to the grass verges.</p>
<p>Budget/Claim</p>	<p>JH ran through the BID expenditure breakdown. Financially the Winsford 1-5 BID is in a strong position and there are no cash flow issues.</p> <p>In Qtr 3 the installation of the ANPR System has taken place however, the contractor has not been paid as yet. Further details are in the report below.</p> <p>PP would like further clarification on the actual spend in Qtr 3 for training courses.</p>	<p>JH to confirm training costs with PP.</p>
<p>Estate Managers Update</p>	<p>MH ran through the main points of the Estate Managers Report.</p> <p>Payment for the replacement of the Cheshire Fencing at the Bostock Road end of Road One has been approved and finalised by the insurers.</p>	
<p>Projects Update</p>	<p>CCTV/APNR</p> <p>The 2 ANPR cameras were installed in November 2015. The cameras capture Road 1 at both ends. Registration numbers are kept for 30 days. Future development is hoped that this could be linked directly to</p>	

the Police. JH and representatives of the Board will continue to speak to OneTek regarding this matter.

Training for Alpha Omega on the use of the APNR is still required. JH is in communication with OneTek regarding providing this as a matter of urgency. A full day's training had been agreed and Alpha Omega have also agreed to part fund the cost of this training with the BID. JH to contact OneTek regarding a date for training.

The SLA for the APNR/CCTV has been produced and MH and JH have made their amendments/comments and sent this back to OneTek for feedback. It has been agreed that Moss & Haslehurst will look through the document on behalf of Groundwork.

It was also noted that the board are unhappy with the time that the ANPR installation works has taken and the board requested that JH pick this up with the contractor.

Security

A contract review with Alpha Omega has been completed and there are no changes apart from an increase in the National Minimum wage rates.

Defibrillator – A defibrillator has been purchased and will be delivered to Groundwork's offices. LA will deliver it to Meridian House where it has been agreed that Office Link will house it as they are open 24 hours 365 days a year. Laura from St Johns Ambulance is happy to oversee this when she is in the office.

Training has been agreed and a contact Groundwork have will provide free training.

PP has requested a simple step by step posters and guide in its use be produced and given to businesses.

An email to be sent to businesses on the estate asking who else has a de-fibrillator.

Road 5

The double yellow lines on the right hand side of Road 5 have now been removed. However, there are still major issues with lorries parking further down Road 5 and until a lorry park is identified these issues will still continue.

JH to continue to hold discussions with OneTek regarding a date for training Alpha Omega on retrieving data from the APNR system.

SLA to be sent to Moss & Haslehurst for further clarification.

JH to speak to the contractor

LA to produce posters and a guide of what to do in the event of a heart attack.

LA to send an email to businesses asking for locations of de-fibs on the estate.

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	<p>Road 3</p> <p>There are a number of serious pot holes on Road 3. LA to contact Highways to rectify.</p> <p>Traffic Management Data</p> <p>MH produced the traffic management data and went through the percentages – top speeds/lowest speeds etc.</p> <p>Image Enhancement</p> <p>Substation planting work has started. Maintenance work on both ends of Road 1. PP has requested that JH inform him when the maintenance work is taking place on the estate.</p> <p>JH & LA will also review the kerbs at the Traffic Light end of Road 1.</p> <p>As previously mentioned in the minutes the grass verges need to be rectified. JH & LA will review the damage caused and contact PN Daly.</p> <p>JH & LA will contact Street Scene regarding the Litter on Bostock Road.</p> <p>PP suggested revisiting the wish list and JH will ask Groundwork CLM for a quote.</p> <p>Banners</p> <p>Bam Nuttall to prepare and paint the poles at either end of the estate (5 in total). The work will be carried out early/mid April. It will involve 3 days work. The banners are to be taken down, measurements taken of the actual size of the banners which will then be ordered by LA (approx. 5 days to be produced). A request has been made regarding the cost of lowering the posts. There has been some damage to one of the posts and when the work commences this will be rectified.</p> <p>Christmas Tree</p> <p>A quote was obtained for a 30ft Christmas Tree to be erected on the estate. Perin and Chris Shaw will look at sites.</p> <p>Initial costs are £4,000 this would include installation of ground socket, electrical infrastructure, lights, tree, dressing and barriers which is a legal requirement.</p> <p>In the 2nd year the cost will reduce as we would only need to pay for tree, installation, dressing and barriers which will be approx. £2k for a 30 ft tree.</p>	<p>LA to contact Jerry at The Highways Department to rectify the pot holes.</p> <p>JH to contact CWaC Highways Team</p> <p>JH to inform PP of when maintenance works are taking place on the estate.</p> <p>JH & LA to review damage to kerbs on Road 1.</p> <p>JH to contact PN Daly to obtain an update on the repair to the damage caused to the grass verges.</p> <p>JH & LA to contact Street Scene regarding litter located on Bostock Road.</p> <p>JH to request a quote for repair work on verges with Groundwork CLM.</p> <p>LA to take measurements of the banners. LA to order banners and oversee the work to the posts.</p> <p>LA to obtain a quote for lowering the posts.</p>
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	<p>PP suggested that an event takes place when the lights are switched on ie. Carol singers, mulled wine, mince pies etc. The board approved the project for 2016.</p> <p>Signs for APNR/CCTV System</p> <p>Costs for A3 signs to be put on 27 posts around the estate have been received: 420mm x 300mm BCP non-reflective sign - £14.17 each plus VAT 420mm x 300mm BCP CR2 reflective sign – £18.30 each plus VAT</p> <p>It was agreed to order reflective signs.</p> <p>A price for the installation is to be obtained.</p> <p>Forthcoming Events</p> <p>Next event will be the Bike to Work day. LA to send suggested dates to PP for approval.</p>	<p>LA to order signs for CCTV/APNR system.</p> <p>Quote to be obtained for installation of CCTV/APNR signs.</p> <p>LA to send suggested dates for the Bike to Work day to PP.</p>
AOB	<p>PP requested that litter picking needs to take place and JH agreed to contact Green Oasis Garden Maintenance regarding this to obtain a quote.</p> <p>Apryl Biddle from Minsups was invited to become a member of the Winsford 1-5 Executive Board which she duly accepted.</p> <p>PP requested LA send him suggested future dates for forthcoming Board Meetings.</p> <p>It was agreed that a list of all Board members and their responsibilities be included in the next Bulletin for the Estate.</p> <p>PP thanked Martin on behalf of the Executive Board for his hard work during his time as Estate Manager and wished him well for the future.</p>	<p>JH to contact Martin Long regarding litter picking on the Estate</p> <p>LA to contact PP with future Exec Board dates.</p> <p>JH to ensure a list of Board members and their responsibilities are included in the next Bulletin.</p>

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