

Agenda

Meeting: Winsford 1-5 Executive Group Meeting
Date: 13th December 2006
Time: 12.00pm – 2.00pm
Location: Ambassador Packaging, Road One, Winsford Industrial Estate

1. Approval of Minutes of last meeting and actions Gary
2. Payment of BID Monies Update Iain
3. Executive reports
 - Chair (Overall Benefit Delivery responsibility, and PR)
 - Vice Chair (Liaison with MK and KPI measure tracking)
 - Treasurer (Liaison with VRBC rating)
 - Business Support Theme
 - Security & Crime Prevention Theme
 - Transport Improvements Theme
 - Image Enhancement Theme
4. Estate Managers Report Mike
5. AGM and VRBC Forging Links Event All
6. Quiz night/event Mike/Pete
7. Role of new Economic Development Officer Iain Paton
8. Local Government Re-organisation – Project Impacts Iain Paton
9. A.O.B.

Executive Board Minutes

Meeting: Winsford 1-5 Executive Board Meeting
Date: 13th December 2006
Time: 12.00-14.00
Location: Ambassador Packaging, Road One, Winsford Industrial Estate

Present:

- Greville Kelly (Groundwork)
- Gary Chester (Chairman)
- Tony Kershaw (County Commercial Stationery Ltd)
- Mike Kelly (Groundwork)
- Graham Howarth (Office Link)
- Steve Blackie (747 Freight)
- Iain Paton (VRBC)
- Pete Price (Office Essentials)
- Jane Byrne (Brand Express)

Apologies:

- David Harrison (Henkel Consumer Adhesives)

Agenda Item	Minutes	Actions
Approval of Minutes of last meeting and actions	<p>The minutes of the last meeting were accepted as an accurate record of the meeting, Outstanding actions which had not been completed were:</p> <p>AGM – See discussions below.</p> <p>To let signs on the estate – VRBC have stated they are not prepared to remove the Councils 'to let' signs from the Councils land. There were however four 'to let' signs opposite Weatherseal, which did not belong to the Council which have been removed. Iain Paton said that if this was still not satisfactory to the Executive, that the matter would have to be taken up at a more senior level within the Council.</p> <p>Tony Kershaw stated that he doubted the actual effectiveness of the to let signs on the estate, as most people use other methods than simply driving around estate to identify property for business purposed.</p> <p>Greville Kelly circulated the dates for future meetings of the Executive and the 1-5 Business Environment Group (see attached). Peter Price proposed a joint 1-5 meeting and quiz night. It was agreed that the night of the 25th would be used for an estate quiz night. The possible use of the Council Chamber for a future 1-5 BEG meeting was discussed.</p>	<p>Gary Chester to progress issues around to let signs with Andy Evans at VRBC.</p> <p>IP to confirm availability of Council Chamber in 2007 for a 1-BEG meeting.</p> <p>Executive members to confirm availability of rooms for future meetings</p>
Payment of BID Monies Update	<p>Iain Paton reported that £86,000 against a target of £84,000 had been collected, with an additional £1500 expected before the end of the year. There were two outstanding non payers, namely Winsford Fabrications and Ki Khem, and bailiffs would be utilised to obtain the levy payments from these companies.</p> <p>Gary Chester stated that the two companies who have not paid their BID levy must not receive any services/products from the BID.</p>	<p>Greville Kelly to invoice VRBC for the remaining funds.</p>

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Executive reports	<p>Business Support – A range of business support services were continuing to be delivered, however two business networking events were needed before the end of the financial year. The first of these would be the quiz night in the New Year, the second will be a joint event with VRBC (forging links).</p> <p>Security and Crime – It was reported that the CCTV system project was progressing; however it was considered by Groundwork that some additional security expertise was required to ensure that the correct system was selected. No objections were raised by the Executive to buying in a consultant to support this process.</p> <p>Image – No action to report since last meeting.</p>	
Estate Managers Report	<p>Mike Kelly presented the attached Estate Manager report. Additional issues discussed were:</p> <ol style="list-style-type: none"> 1. The proposed portal system being developed by the Police, 2. The 24/7 rapid text service, 3. The lorry parking facility was unlikely to progress at the Brighton Bell pub, and therefore the possible use of alternative sites on the estate needed to be considered, 4. Meridian House companies had to carry out Fire Risk assessments, however it was reported that many of the companies did not give the knowledge to carry them out, and would potentially have to pay an external consultant £300 for delivery of the service. 	<p>MK to obtain a timeframe for the development of this portal.</p> <p>Graham Howarth to review costings for delivery of this service and supply to Greville Kelly</p> <p>MK and SB to contact Cauldwells to review the feasibility of use of their site.</p> <p>MK to review options for providing support to Meridian House companies on Fire Risk assessment.</p>
AGM and Forging Links Event	<p>It was proposed to hold a joint event with the Council, for the Winsford 1-5 Business Environment Group AGM and a forging links event in the New Year. This was approved by the Executive.</p>	<p>GK to liaise with VRBC re: AGM and Forging Links event.</p>
Quiz Night/Event	<p>Item was discussed and resolved under matters arising.</p>	
Role of new Economic Development Officer	<p>Iain Paton reported that a new Economic Development Officer was now in place for Winsford. One of the roles of this new post would be to support the Winsford 1-5 Business Environment Group and pull together various local initiatives.</p>	<p>New Officer to attend the next executive meeting.</p> <p>Gary Chester to meet with the new officer to introduce the work of the 1-5 Group.</p>
Local	<p>Gary Chester stated that with the current proposed reorganisation of Local</p>	

Government Reorganisation	Government that he was unsure how funding commitments made by VRBC would stand under a new regime/authority. Iain Paton stated that until it was clear what the future direction of reorganisation was likely to take, little could be done by the group to influence this.	
AOB	None to report that was not dealt with in the main meeting.	

Future meeting dates:

- **Executive Group (1-5) Meeting 23rd February 2006, Henkel Consumer Adhesives.**

Estate Report December 2006

- Major event launch of Selectamark. This was covered well by local press. Emphasis now on companies to register and display signage. On the day approx 50 visitors attended Ruck and 36 companies collected kits. Work currently in progress delivering outstanding materials across estate.
- Prepared specification for CCTV cameras. Given good support from Paul Manfredi at VRBC.
- Met with Liz Biddle and Judy James of the Business Watch scheme. Approach and relaunch of business watch being discussed. Liz Biddle explained the police portal system which seems to have great potential, however not yet at roll out stage.
- Lorry park at Brighton Belle abandoned.
- Premier Park being redeveloped at back of site which will mean rehousing possibly two companies.
- Attended talk by Cheshire Police on gypsy traveller strategy.
- Firestone Flexible Building Products have left the estate.
- Hoisin consultants trying to establish skill requirements of employers on behalf of VRBC.
- Met with CCC /Arriva etc to commence consultation exercise on estate public transport.
- Delivered CIEH Principles of Health and Safety course.
- Delivered Groundwork Risk Assessment course.
- Delivered five Workplace Health Connect programmes to estate companies.
- Activity on Navigation Park includes new engineers supplier.
- Activity within Meridian House includes four new companies.
- Oasis Park expects two new tenants in the New Year.
- In discussion with all types of companies across all sectors the general economic climate being fed back to me remains upbeat.
- Met with Weaver Vale Housing Trust to discuss services available which they are offering to estate companies.
- Weatherseal.

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