

Agenda

Winsford 1-5 Business Environment Group Meeting

Date: 7th February 2007

Location: H&M Hennes, Off Road One, Winsford Ind Estate

Time: 12.00pm – 1.25pm

- 12.00pm Reception, networking and buffet lunch
- 12.15pm Welcome and actions from last meeting – Gary Chester
- 12.20pm Report from the executive meeting
- 12.30pm Estate Managers Report
- 12.40pm Individual Executive Reports
- Security
 - Treasurer
 - Image
 - Transport
 - Business Support
- 12.45pm Payment of BID levies – Update from Iain Paton, VRBC
- 12.50pm New Board Members for the Executive – Gary Chester
- 12.55pm Work experience opportunities - Karen Entwistle, Connexions
- 1.10pm Winsford 1-5.co.uk update – Greville Kelly
- 1.15pm March 2007 Training Courses and next bulletin – Mike Kelly
- 1.20pm Forthcoming AGM and Forging Link event – Gary Chester
- 1.25pm A.O.B.

Actions from October 2006 Meeting

- Any companies interested in nominating a members staff for an Executive Board member position to contact Gary Chester (01606 567000) regarding becoming a member of the executive.
- The executive to finalise and place an order with Selecta Mark.
- All companies who wish to encourage smoking cessation amongst their workforce, and require support and advice to contact Rachael Nicholls from the Central Cheshire Primary Care Trust. Tel - 01270 275288 or email Rachael.nicholls@ccpct.nhs.uk
- Companies who have not carried our fire risk assessments to carry these out as they became a legal requirement from October. Mike Kelly can provide support and advice if required.
- Mike Kelly to request a report on crime stats and response times from Cheshire Police at the next Winsford 1-5 Group meeting.
- Mike Kelly to contact Liz Biddle to obtain further information about the portal system.

Minutes

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Time: 12.00 – 13.30

Present:

Name	Company	Name	Company
Jane Byrne	Brand Express	Naomi Bates	Advanced Medical Solutions
Steve Margerum	Finnings UK	Ian Paton	Vale Royal Borough Council
Stephen McCafferty	Bralin Recruitment	Mike Worthington	BAHC
Mr John Blackburn	Connexions	Martin Thornhill	Vale Royal Borough Council
Gary Chester (Chair)	Ambassador Packaging	Anita Luccock	Meridian House
Mike Kelly	Groundwork	Nancy Artell	The Capital Partnership
Greville Kelly	Groundwork	David Duffy	Cheshire FM
Karen Evans	Arriva	Mike Booth	Rucks to Eat/RUCK
Jackie Wood	CSS	Les Spencer	Cheshire Fire
Syd Williams	CSS	Jane Clues	Concise IT
Rachael Robbins	Labpak	Mandy Flanagan	Concise IT
Peter Price	Office Essentials	M. Bailey	Sponsor Link
Benny Phillips	Sponsor Link	A. Jones	Sponsor Link

Agenda Item	Minutes	Actions
Welcome	<p>Gary Chester, Chair, welcomed everyone to the meeting. All actions completed from the last meeting.</p> <p>Minutes accepted as a full and accurate record of the 4th October 2006 1-5 Business Environment Group meetings.</p>	
Report from the executive group Gary Chester	<p>The Executive Board have held two meetings since the last Winsford 1-5 Business Environment Group meeting.</p> <p>The Executive has decided not to proceed with the Community Support Officer proposal. The reason for this was due to the range of security measures planned for the estate, which the Executive are keen to evaluate the effectiveness of, before considering further projects.</p> <p>A proposal for industrial art work has been submitted to the Executive Board by VRBC. This has been approved by the Executive Board, and a £1,100 contribution from the BID is to be made to support the overall cost of £11,000 for implementation of the project. The art work won a Gold award at the Tatton Show in 2005.</p> <p>Two new members of the executive have been approved, for Vice Chair and Executive for transport.</p> <p>Progress has been made in reaching an agreement with VRBC regarding the policy for permitting 'To Let' signs on the estate and on VRBC land. Gary Chester has met with VRBC, and now has a framework to develop a protocol for use by public and private sector for future installation of such signage.</p>	
Estate manager report	<p>See attached from the Estate Manager for details.</p> <p>In addition, lots of positive activity is taking place across the estate, including a new play barn and electrical centre on Navigation Park.</p> <p>Oasis Park, new companies have moved into these new units. Plans are being made for the back of Premier Park to be redeveloped. Affected companies are moving out from Premier Park and expected to move to alternative locations on the industrial estate.</p> <p>Caldwell site is being vacated.</p>	

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	<p>A very successful quiz night was held for estate employees, with 21 teams and 125 people in attendance.</p> <p>Cheshire County Council has confirmed that through a Section 106 agreement from the recent developments on the estate, investments are being planned for new bus shelters and public transport facilities and improvements.</p>	
Executive Reports	<p>George Osborne, Shadow Chancellor and Stephen O'Brien Shadow Secretary State for Health will be visiting the estate on the 18th May. There will be an opportunity for businesses to meet and ask questions of both the MPs, through a lunch time meeting at the Civic Hall in Winsford. Invites will be sent out shortly.</p> <p>Security – Selecta Mark security system has been implemented across the estate, with every company now issued with property marking equipment. Gary Chester stated that it was important that all companies installed the signage in their premises.</p> <p>The CCTV system is taking longer than expected to implement. The Executive is determined to ensure that the correct decision is taken on the selection of CCTV camera for the estate. The Executive has approved the appointment of a CCTV consultant to support the process of selecting a system.</p> <p>The rapid text system is being developed, and consideration is being given to linking this in with the Cheshire Police's portal service.</p> <p>Treasurer – BID is being delivered in line with the Budget. Some items of expenditure are being delayed. E.g. Lorry Park has being delayed due to the lack of an appropriate site. The other reason for delays is due to the unexpected time that was taken up at the beginning of the year in preparing the constitution and service level agreements. Now these are in place, the Executive Boards focus is being applied on these key areas of expenditure.</p> <p>Image – Estate audits have been carried out. Actions have been communicated to VRBC, and these are being monitored by the estate manager.</p> <p>Work on the development of a business frontage charter has being undertaken. Gary Chester has met with VRBC to discuss integrating this with the Council's SMYLE initiative. This will also link the initiative in with the Councils plans for supporting the smoking ban legislation later in the year.</p> <p>Transport – The plans to use the Brighton Bell for a lorry park have not proved successful. Alternative sites are being investigated. The lift share web site is now running (access this through www.winsford1-5.co.uk).</p> <p>Mike Kelly is working with Arriva and Cheshire County Council to review the bus time tables on the estate.</p> <p>Business Support –</p> <p>Web site is on line, and the search facilities are launched on the 14th February 2007. Visit www.winsford1-5.co.uk.</p> <p>Estate quiz held in January was a great success. Training courses have been delivered on First Aid and CIEH Health and Safety. Mike Kelly estate manager has been supporting companies across the estate on a range of topics.</p> <p>Projects to encourage greater intertrading and networking are being developed.</p> <p>Another networking event is planned for the 18th April as part of the VRBC forging links event.</p>	
Payment of Bid monies	<p>The Bid has an income target of £85k, to date £87k has been achieved. The increase has been due to the new developments on the estate. Two businesses have not paid. One of these is due to the company going into administration. The second case is being pursued through court action by VRBC.</p>	
New Executive Members	<p>Two new members of the executive have been appointed.</p> <p>At the AGM the whole of the executive will stand down, and will have to stand for re-election on the</p>	

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Connexions	<p>18th April AGM meeting.</p> <p>Presentation on connexions and opportunities for work placements within industry.</p> <p>Connexions are seeking to place 11,000 students into the workplace for one week of the year. See attached reply slip if you have opportunities for providing a job placement for 1-2 weeks for a local school pupil. Around 400 pupils are seeking placements in the Winsford area.</p> <p>Mike Kelly asked about the job placement process. Connexions confirmed that once registered a placement will be appointed to the company. The company has an opportunity to meet the placement, and confirm whether they want to offer a placement to the individual. During the two week period companies can end the placement should it not work out, and will receive appropriate support from the school and connexions through the entire placement.</p> <p>Gary Chester asked Mike Worthington to explain the difference between his scheme and the connexions proposal. Mike explained that his scheme is aimed at primary school children, who are being offered the opportunity to have a talk from local businesses. Thirty companies have signed up from the local area, are to be linked into local schools to increase the awareness of Children from a young age of the workplace.</p>	<p>Action – All companies to contact Mike Kelly if they are able to offer a one week job placement for a local student.</p>
Winsford1-5.co.uk	<p>Greville Kelly presented an overview of the new estate website. The site is now live, and the search facilities will be live on the 14th February 2007. The success of these search facilities is dependent upon companies submitting details of job vacancies, property lets and information on their own business. Forms are available to download from each section of the web site.</p> <p>The website will be promoted through a leaflet drop and articles in the local business journals.</p> <p>Greville asked companies to provide a link from their own website to winsford1-5.co.uk.</p>	<p>Action – All companies where appropriate to provide a link to the winsford1-5.co.uk website.</p> <p>Action - All companies to submit details of vacant property, job vacancies and confirm their business details using the forms from the website.</p>
Training Courses and next bulletin	<p>The 1-5 Group have arranged for five training courses in March. These are on first aid (2 day refresher and 4 day first at work course), stress awareness, smart drive assessments and data protection. Booking forms can be downloaded from the website under the business training section.</p> <p>The next bulletin is being prepared in February/March. If companies have article for this, these can be submitted to Mike Kelly.</p>	<p>Action – Companies to submit news articles for next bulletin to Mike Kelly</p>
AGM and Forging Links Event	<p>The AGM is being combined with the VRBC forging links event on the 18th April. The AGM will take place at 10.30am and will be followed by the VRBC Forging Links event, which will feature a guest speaker who is the Founder of Coffee Republic.</p> <p>Key dates in preparation for the AGM:</p> <ol style="list-style-type: none"> 1. If you wish to stand for the executive, you need to apply 8 weeks in advance (21st February 2007). 2. To suggest a change to the constitution please supply this by the 28th March. 3. Formal notification of the AGM will be given by the 27th March. 	
Any over business	<p>Workplace smoking ban is coming in later in 2007, and Greville Kelly made the group aware of the Primary Care Trust who are interested in offering a free drop in service (at a location on the estate) where companies can have a brief update on these changes and how they will affect their business.</p> <p>David Duffy of Cheshire FM introduced the station – The station will be launched on the 19th March. Based in the Verdin exchange. Population coverage of 115,000. The station is a community radio station. It is licensed for 5 year, operating 24/7. Visit www.cheshirefm.co.uk for further information.</p>	

Date for future meetings:

- 23rd February 2007, Executive Board Meeting
- 18th April 2007, Winsford 1-5 Annual General Meeting and Vale Royal Borough Council Forging Links with Business
- 18th May 2007, Civic Hall, Winsford (Combined with the George Osbourne visit).

Thank you to H&M Hennes for the use of their facilities for the meeting.

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ESTATE MANAGERS REPORT FEBRUARY 2007

- The estate web site is now up and running. The web site address is www.winsford1-5.co.uk
 Just to remind you this will be a tool to promote the estate and amongst the features within are, jobs, property, car share, eateries, leisure, hotels, business directory, training etc.
- New tenants are moving into Oasis Park and Navigation Park. These include another play barn, oil distributor, builders merchant etc.
- The estate quiz night was held on January 25th and was hugely popular attracting 21 competing teams off the estate. The winning team was Mitras who now hold the estate challenge cup.
- Two meetings have been held with CCC regarding the provision of bus shelters for the estate. Funds for these shelters have been acquired from the developers of H and M, Oasis and Navigation Park.
- Newbury Data are relocating from Premier Park to Ion Way.
- Major refurbishment scheduled for Premier Park to rear of site
- Burke Developments who are now almost complete on Oasis Park would like to continue work on the estate if suitable land can be acquired.
- Lorry park concept at Brighton Belle no longer an option. Alternative site being sought.
- Following a takeover Cauldwells have decided to vacate the site on road three and are offering to sub let the unit.
- Met with Karen and Bill Parkinson at Arriva with a view to improving the bus service to the estate. This is on going.
- Newcomers to Meridian include Capital Partnership, Arena, Pjur and My Loans.
- The Post and Column company have acquired additional space within Snoozzee Dog on road four
- PrismaTape are in new premises on road one
- Commercial windscreen manufacturer now operating in factory behind Nash Offices
- New welcome sign for estate on order which should be in place later this week.
- Training packages on offer to the estate include first aid, data protection, manual handling, principles of health and safety, fire risk assessments etc
- On May 18th the estate will host a visit from the Right Honourable George Osborne the shadow chancellor together with the Right Honourable Stephen O'Brien. We have booked the civic hall in Winsford for a lunchtime event
- Delivering the **FREE** Workplace Health Connect programme to estate companies and seeking to expand this to all estate SMEs
- Very keen to promote the provision of work experience placements for local school children
- Met with local business networking group to promote estate
- At the invitation of Peter Price attended Business Network International event to promote the estate.
- In conjunction with Iain Paton met with major employer seeking to consolidate within Winsford.
- Old TESCO premises.....action plan required.

Mike Kelly
 Estate Manager