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Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive BID

Date: 23rd September 2015

Time: 12:00pm – 2:00pm

Location: Butcher & Barlow, Royal Mews Gadbrook Park

Name	Company	Name	Company
Mike Roberts (Chair)	Roberts Bakery	John Dawson	The Hut Group
Mike Bracegirdle	Butcher & Barlow	Jacqueline Wilson	CWAC
Jo Mitton	Barclays	Jane Hough	Groundwork
Stephen Hall	HMD	Martin Humphreys	Groundwork
Stephen Grayson	Howard Worth	Pete Price	Office Essentials

		Actions
Approval of minutes from last meeting and actions	Apologies were received from Chris McLaughlin, Paul Baker, Chris Rowbottom, Gaynor Sinar and Greville Kelly. Approval of the minutes from the last meeting were received. Mike Roberts welcomed all to the meeting.	
Strategic Update	MR and JH discussed the Strategic Update. MR said that some LEP money may become available due to the merging of three areas. JH stated that Councillor Brian Clarke had been in discussions and was keen to see the local area attract investment.	
Business Park Managers Report	Business Park Managers Report attached. MH reported on what been happening since the last board meeting. The remedial work on the road outside Roberts Bakery has not been carried out on the stated date. This has now been escalated by Highways. Image Audit has been carried out on the Business Centre and the trees behind Dalby Court are supposed to be cut back before the end of September. MH had been in touch with the Highways department following walk around with MR and JD in relation to the feasibility of a one way system around Gadbrook Park. Two plans for the one way system have been drafted which would see traffic flow changed to relieve traffic when leaving the Park. JD said that safety was paramount but SH stated that the plans must not cause problems for HGV's or emergency vehicles. JH had a meeting with John Fifield and the market appears to be more buoyant, this is reflected with 4 businesses moving onto Gadbrook Park including Blue Orchid, 3 onto Winsford Industrial Estate and 5 businesses opening on the High Street In Northwich. Broadband was discussed with the e-bulletin asking Park Members to download the Rootmetrix software to check on download speeds.	MH to get date for when the remedial work will be done. MH to get date for the cutting back of the trees on the Business Centre. MH to share the one way plans with board members in order to see if feasible. MH to monitor traffic flow and parking on the Business Park when the companies move in.

<p>Projects Update</p>	<p>CCTV/ANPR – Phase One of the CCTV/ANPR installation has now taken place with three CCTV camera's and one ANPR camera being installed on the Business Park. Phase Two of the work had been delayed due to the necessity for two new columns. No funding for the columns was available from the Local Authority so JH put it to the board that the BID cover the cost so as not to delay installation any further. Approval was given by the board and installation will begin in the next two weeks. In relation to the existing lighting columns on the Business Centre the Local Authority are looking into re-galvanising the posts and refurbishing the light fittings.</p> <p>Security on the Business Park was discussed with Northwich Police being headed up by Inspector Snasdell. There is a zero tolerance stance and PP stated that Inspector Snasdell had done an excellent job in Winsford. PCSO Angela Richardson has held two security surgeries on the business park and attendance was poor.</p> <p>Training Courses – JH stated that training courses were very important to Gadbrook Park and that the Year Two courses had been based on what businesses wanted/needed. Courses are monitored and most are full. Courses are held on Tuesday, Wednesday and Thursday and are not carried out during December of school holidays and there was some surplus to the budget which would be looked at in the new year to provide courses which businesses wanted. Other courses were looked at with JM saying there may be a need for courses on COSHH and MB saying that Butcher & Barlow had held courses on Employment Law.</p> <p>Image Enhancement – MH & JB met with Groundwork Landscaping Team and walked around the business park looking at area's not covered by the Local Authority. A schedule of works was presented for various areas with one of the key area's being the pond opposite Café Arabica. The board approved work on the pond. The schedule of works was taken away and the board will feedback on it, however it was felt that a second quote from Countrywide should be submitted.</p>	<p>MH to email businesses prior to next surgery then look at alternative if attendance is low.</p> <p>JH to speak to DB of Howard Worth in relation to other courses.</p> <p>JH to get quote from Countrywide in relation to works.</p> <p>MH to ask Fifield Glyn who they use for Landscape Works</p>
<p>Any Other Business</p>	<p>PP thanked the board for the invitation to the Gadbrook Park Exec Board Meeting and stated that there may be some networking opportunities for the three BID's and the common body to this was Groundwork.</p> <p>JH and SH discussed the cycling initiative and how this could be looked at in more detail as there appears to be more people cycling onto the Business Park.</p> <p>JH stated that the Gadbrook Park BID Executive Board used to have a Vice Chairman. Board members are to let JH know prior to the next meeting whether or not they would like a Vice Chairman again.</p> <p>Dates were discussed for the Annual Quiz and the need for a quizmaster. This will be held in January.</p>	<p>JH to arrange date for meeting re: initiative.</p> <p>Exec Board to let JH know if they want to appoint a Vice Chair.</p> <p>MH to confirm venue, dates and quizmaster.</p>
<p>Budget (Part Two)</p>	<p>JH and SG ran through the budget with the board for the current financial year. The BID remains in a good position.</p>	

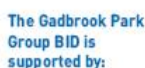
Date and location of next meetings:

Executive Board Meeting: 9th December 2015, 11.30am – 1.30pm, Butcher & Barlow, Gadbrook Park

Park Meeting: 27th January 2016, 12.00pm – 2.00pm, Little Treats, Roberts Bakery, Gadbrook Park

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Business Park Managers Report

Date: Wednesday 23rd September 2015

- CCTV and ANPR system for Gadbrook Park approved by the executive board and BID group. Phase one installation complete CCTV/ANPR Phase two installation starting soon.
- Discussions with Highways in relation to remedial work on the dip outside Roberts Bakery – This has now been escalated and will be completed soon.
- New business moving into Oakland House - Gadbrook Business Centre end September October.
- Business moving into Bowland House – Gadbrook Business Centre early October.
- Terms have also been agreed on another property on the Business Centre.
- Windsor House is still available and could possibly still be used as a long stay car park.
- Blue Orchid who will deliver the Business Growth Hub initiative in our area are moving into Gadbrook Park. The hub will provide a first stop shop for business. The hub will offer a dedicated call centre, website and business advisory service to provide clarity and consistent business advice from National, Regional and European programmes.
- Currently organising a tour of both Gadbrook Park and Winsford Industrial Estate with the new Mid-Cheshire Regeneration Programme Manager, Perren Baragwanath and introduce Perren to key businesses.
- Met with Mike Roberts and John Dawson in relation to one way system, have plans from previous discussions but the idea was never taken any further.
- Met with John Dawson re: hole in verge outside The Hut Group – this looks like lamp post hole, contacted Highways department.
- Monthly meeting with Alpha Omega Security in relation to Park Security and KPI's
- Monthly security meetings with PCSO Angela Richardson have been arranged at Weaver Vale Housing Trust, two meetings held so far and no one has turned up
- Currently carrying out image audits on the Business Centre and liaising with Cheshire West and Chester to have the work carried out in the near future – hedge cutting due to take place in September due to nesting birds.
- Arranged the cutting back of a tree, part of which fell near the security hut during high winds.

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The Gadbrook Park
Group BID is
supported by:



- Met with Groundwork Landscape Maintenance Team in relation to ongoing maintenance of the subway, pond area and roundabout on the Business Centre
- Currently in the process of getting the light on the business centre roundabout connected. This has been delayed due to access to the substation.
- Business Centre Roundabout has been cleaned by contractor – will become an annual event.
- Sorted out window and door left open one evening with security guard/tenant.
- Made sure security guards were aware of company moving into offices during evenings and weekends, in order to maintain security and make move as easy as possible.
- Reviewed the website and made some updates to the site.
- Continuing to meet businesses on the Business Park.
- General emails in relation to the business park.