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Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board

Date: 9th December 2015

Time: 11:30am – 1:30pm

Location: Butcher & Barlow, Royal Mews Gadbrook Park

Name	Company	Name	Company
Mike Roberts (Chair) (MR)	Roberts Bakery	John Dawson (JD)	The Hut Group
Mike Bracegirdle (MB)	Butcher & Barlow	Jacqueline Wilson (JW)	CWAC
Jo Mitton (JM)	Barclays	Stephanie Leese (SL)	Groundwork
Stephen Hall (SH)	HMD	Martin Humphreys (MH)	Groundwork
Stephen Grayson (SG)	Howard Worth	Paul Baker (PB)	Caffe Arabica
			Actions
Approval of minutes from last meeting and actions	Apologies were received from Chris McLaughlin and Jane Hough. Approval of the minutes from the last meeting were approved as a true and accurate record. Mike Roberts welcomed all to the meeting.		
BID Claim	<p>SG went over the Gadbrook Park BID claim for Q4, and informed the group that every cost was in line with the forecast apart from CCTV, which was just a delay on Q2. SG informed the group that the actual cost came in £5k less than the forecast on CCTV, and this still needs to be invoiced. SG informed the group of the year end figure for Q4, and noted that there was a surplus of just over £90,000 in total. SG informed the group that he had no concerns over the figures.</p> <p>JD questioned that now more properties were occupied on the Business Park, will there be more levy coming in. MH answered no, as CWAC pay anyway.</p>		
Business Park Managers Report	<p>Business Park Managers Report attached.</p> <p>MH explained his report to the board and outlined the various meetings he has been in with organisations and businesses.</p> <p>MH reported that the CCTV and ANPR has now been installed on Gadbrook Park, and that all properties on the Business Park have now been let apart from Windsor House, which is currently being let as a car park.</p> <p>MH reported that there had been no major incidents.</p> <p>MR reported that a new business was coming over Christmas from APM to Chelford House.</p> <p>JD reported that the salt bin lids had blown off and that they had filled in with water.</p> <p>SH reported that there was rubbish at the back of Langdale House and the green space behind Ichron. SH felt it would be good if the litter picker took a look at this area.</p>		<p>MH to check salt bins and empty the water.</p> <p>MH to ask Martin Long to take a look at the area and clean up any rubbish.</p>
Project Updates	<p>Highways Proposal – MH discussed with the board how the Highways proposals had progressed. MH informed the group that Highways won't reinstate the curbs as it is not a high priority. In addition, every time a</p>		

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	<p>curb is reinstated, it needs to be ensured that there is a drop for wheelchair access.</p> <p>MH handed out the Highways proposals to the board. 2 proposals were made, one taking vehicles around past Caffè Arabica and making it in to a one way system and easing traffic flow.</p> <p>SH still had concerns about the bend leading to Gadbrook Road - with the reduced speed less cars will be able to get off the park. PB and SH also had issues about the logistics of the one way system in terms of deliveries. MR also wanted another option on the traffic light system, with a left filter when traffic is turning right. MR also commented that the filter lanes for Gadbrook Park are too short, and that they could be extended back with the lanes being made wider. MR felt that the light changes would improve the traffic flow without a one way system needing to be implemented.</p> <p>The board voted and decided against the one way system option.</p> <p>It was requested that the white lines could be repainted as at present they are quite faded.</p> <p>MH handed out the double yellow lines plan to the Executive Board. One side of the road would have double yellow lines to stop dangerous parking, as at present, cars are parking on junctions. MH explained that with more people coming on to the park, less car parking spaces are available.</p> <p>JM informed the group that at Barclays, they are over end parking and leaving numbers in the windscreen - whilst making sure there is access in case of a fire.</p> <p>SH felt that there was a lot of green space which could be utilised for car parking spaces. SH asked if the council can't create a car park, can the BID fund it? MH expressed that planning permission would need to be obtained.</p> <p>JW informed the group that this option could be put in to a proposal and that she would feed it in to CWAC. JW explained the BID wouldn't buy the land, but the BID would fund the works. JW explained to the group that she would need evidence quotes to take to the council to strengthen the case.</p> <p>SH informed the group that he has been taking photographs of the parking situation and how lorries cannot get in to the premises. SH expressed that his business may be forced to move off Gadbrook Park if the situation continues.</p> <p>PB felt the car park should now be the priority. The board agreed that if a new car park comes in to force, then the double yellow lines should also be laid down.</p> <p>CCTV/ANPR - MH reported that all cameras have now been installed and the system just needs to be registered. MH reported that the training with Alpha Omega also needs to be arranged. MH reported that the system all works correctly, but there had been an issue with the camera at the entrance and the infra-red had stopped working. The CCTV company had never seen this before and they are replacing the camera this weekend. MH informed the group that there is a need for signs to say that there is ANPR and CCTV on the park. Planning permission isn't needed, as long as they are of similar specs to the signs already present on Winsford Industrial Estate.</p>	<p>Board members to e-mail JW evidence of car parking troubles.</p> <p>MH to progress this.</p> <p>MH to put a proposal together for signage and email to the Executive Board.</p>
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	<p>MH asked the board how many signs were needed – PB and SH replied that 3 or 4 signs were required.</p> <p>Landscaping – MH informed the board that at the last meeting, JH showed the board the Groundwork Maintenance Schedule. MH had got in touch with Countrywide but their quote wasn't like for like, and the Countrywide quote didn't include planting. JD enquired about the proposal for replacing planting with bark. JD opposed the use of bark.</p> <p>Cycling Initiative – SH reported that there was a meeting at Caffe Arabica on the 22nd October 2015, and MH took notes. SH reported that the mix of bikes and cars on Gadbrook Park worries people. SH reported that there needs to be a line down the middle of the subway to separate the walkers and the cyclists. In addition to this, a mirror is needed near Rudheath on the sharp bend (made of stainless steel), while the moss on the cycle path needs to be removed.</p> <p>The board discussed how people can be encouraged to cycle to work more. It was decided showers on the site would be a good idea, as well as lockers for helmets and shoes so people can change in to their work clothes. PB mentioned that there had been talk of a gym near Caffe Arabica. Next Summer, the board thought it was a good idea to trial a 6 month portable shower unit and paying someone to maintain it, along with a cabin and locker unit. MR asked where this would go. SH felt it should go somewhere near Caffe Arabica, as the Security Hut has water and power.</p> <p>Christmas Carol Service and Quiz Night – MH reported to the Board that the Carol Service has been organised, as has the quiz (for Thursday 28th January). MR requested that there was a different quiz master from last year.</p>	<p>MH to transfer to the next meeting as there is no like for like quote.</p> <p>MH to speak to Highways about these improvements.</p> <p>MH to source different quiz master for the Annual Quiz.</p>
<p>Any Other Business</p>	<p>SH informed the group that someone had fallen over something outside Dalby Court, and that the council should be replacing the existing lights. SH asked how much it would cost to clean the tops of the lights. JD thought there was a legal requirement for the lights to be kept clean. MR suggested using some of the BID surplus if necessary.</p> <p>PB asked if anyone had had any contact with BT. Broadband was meant to be turned on at Gadbrook Park over the summer of 2014, but it still hasn't come in to operation.</p> <p>JW had a "Lets talk" link to send out to businesses on Gadbrook Park.</p> <p>MR wanted to arrange a speaker on transport and HS2 for the Gadbrook Park AGM on Wednesday 27th January.</p> <p>The meeting was closed.</p>	<p>MH to ask Johnsons to have a look and to find out how much it costs to replace with a new LED head.</p> <p>MH to get in touch with BT.</p>

Date and location of next meetings:

Executive Board Meeting: 27th January 2016, 11.30am – 12.30pm, Little Treats, Roberts Bakery, Gadbrook Park
Group Meeting (AGM): 27th January 2016, 12.30pm – 2.30pm, Little Treats, Roberts Bakery, Gadbrook Park

Estate Managers Report

Gadbrook Park

December 2015

Met with Perren Baragwanath and toured the Business Park, discussed the current situation, looked at some issues and possible solutions to them.

Met with Ian Lovatt of the Highways department and held discussions in relation to parking, kerb reinstatement and ongoing maintenance.

Highways have now carried out the work in relation to the dip in the road outside Roberts Bakery. This happened over the weekend of the 3rd October 2015.

Distributed two options for a “one way” plan to the executive board, currently getting feedback on the proposals.

Distributed proposal for double yellow lines to the executive board, currently getting feedback on the proposals.

Organised the fitting of a security light to the Security Hut on the business centre.

Attended Growth Hub meeting at Chester Town Hall and had discussions with some key individuals. This was well attended as were the two other venues.

CCTV and ANPR system has now been installed on the business centre and the business park.

Produced the posters for Gadbrook Park Rapid Text – will distribute around businesses

New business moving into Langdale House - Gadbrook Business Centre Business moving into

Windsor House is still available and still available as a long stay car park.

Monthly meetings with Alpha Omega Security in relation to Park Security and KPI's

Monthly security meetings with PCSO Angela Richardson have continued at Weaver Vale Housing Trust, five meetings held so far.

Landscaping and clearing work carried out on the pond near Café arabica, this area now looks much tidier.

In the process of organising Christmas Carol Concert at Café Arabica for Chrysalis Day Nursery

Organising Gadbrook Park Quiz at vale Royal Abbey for January

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Hedges cut back on the Business Centre by Cheshire West and Chester Council.

Re-united a Gadbrook employee with a mobile phone she had lost.

Met with Countrywide in relation to ongoing maintenance of the landscapes.

Made sure security guards were aware of company cleaning the roads on the business centre over weekend on behalf of Cheshire West and Chester Council.

Ongoing updates to the website in terms of businesses and vacancies.

General emails in relation to the business park.