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Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 13th April 2016
Time: 12 noon – 2:00 pm
Location: Howard Worth, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (Chair) (MR)	Roberts Bakery	John Dawson (JD)	The Hut Group
Mike Bracegirdle (MB)	Butcher & Barlow	Louise Ashley (LA)	Groundwork
Jo Mitton (JM)	Barclays	Paul Baker (PB)	Caffe Arabica
Stephen Grayson (SG)	Howard Worth	Chris McLaughlin (CM)	H&M Disinfection
Jane Hough (JH)	Groundwork		

Apologies

Name	Company	Name	Company
Jo Mitton (JM)	Barclays	Jason Stephens (JS)	Career Vision
Stephen Hall (SH)	HMD		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting and apologies were received from Stephen Hall, Jason Stephens and Jo Mitton.</p> <p>JH covered all the actions from the last meeting.</p> <p>Approval of the minutes from the last meeting were received as a true and accurate record.</p>	
BE Group	JH informed the Board that the Council have asked BE Group to review the feasibility study again to understand the aspirations of businesses and to ascertain what businesses we need to attract into the Business Park.	
BID Claim	<p>JH ran through the BID Claim with the Board. Financially the Gadbrook Park BID is in a strong position and there are no cash flow issues.</p> <p>It was noted the BID financial period is different to that of Groundwork. Groundwork was 1 April – 31 March and the BID financial period is 1 November – 31 October.</p>	
Business Parks Manager Report	<p>Attached is a copy of the Business Parks Manager report from Martin and LA. Mike Roberts would like to pass on his best wishes to Martin Humphreys in his new position.</p> <p>The Board recognise that we need to raise awareness and marketing of the Gadbrook BID. It may deem necessary to redevelop the website.</p> <p>JH explained that the BID Administrator can maintain the new website.</p>	

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Projects Update

Business Centre Car Parking

JH met with Tony Lozinski and Simon Dingle from Cheshire West and Chester Council Property Services Department regarding the parking problems. As you are aware the property team are the landowners/landlords at the Business Centre and the meeting has come about from the feedback that we received at the Business Centre meeting earlier in March and the ongoing day to day communication we are receiving on the effects that inappropriate car parking is having on the business centre businesses.

JH has explained that the issues businesses are facing on a day to day basis has now reached a point where something has to be done. Therefore Highways will be applying for a Traffic Regulation Order for the approval of the implementation of double yellow lines on the business centre. It is envisaged that this process could take 3-4 months.

CCTV/ANPR System

JH explained that OneTek are due to do additional training with Alpha Omega on the ANPR/CCTV system on 14th April 2016. Alpha Omega have been experiencing technical issues and OneTek will identify these when they visited them for the training so that they can be resolved.

JH informed the Board that she has received legal advice on the SLA with OneTek and this needs to be finalised before any further payments are made and a meeting has been scheduled with OneTek and Jo Mitton to discuss the way forward on Friday 15th April 2016. The Board confirmed that they were happy with this proposal.

Landscaping

MR, JH & LA are to take a tour of the parameters of Gadbrook after the Exec Board meeting regarding the canal bridge near the A556 which is unsightly when travelling to the Park from the Morrisions roundabout/King Street. There is work that needs to be done on the verges to the left and right of the park along with a litter pick.

A review of the Landscape design is to be produced. The maintenance and new projects are to be reviewed also and LA will be obtaining like for like quotes for such works.

Bike To Work Day

A date of Tuesday 14th June 2016 was agreed for the Bike to Work Day. LA to coordinate and market the event.

Summer Event

JH asked the Board if they had any ideas for a Summer event. MR stated that the Cheshire Show have a marquee that could be used to host a networking event with 2 main contacts from each business on the Park and he would look into the cost.

Other ideas were : Networking event at Chester Zoo as Groundwork have a working relationship with them.
Business Breakfast event in Northwich Town Centre.

Training to be delivered to Alpha Omega and technical issues to be resolved by OneTek.

SLA to be finalised with OneTek. JH & LA to oversee.

JH & LA to obtain quote for litter pick and maintenance of the verges.

Review of Landscape design and maintenance contract.

LA to market and coordinate Bike to Work Day.

	<p>Afternoon Tea event.</p> <p>No decisions had been made by the Board however, if anyone would like to discuss any further options please speak to LA or JH.</p>	<p>Ideas for a Summer Event.</p>
<p>Any Other Business</p>	<p>PB asked if LA could ascertain if Broadband FTC had been connected to the Business Centre and Park. This will be produced in the forthcoming E-Bulletin to inform businesses it has been provided.</p>	<p>LA to check Broadband FTC</p>

Date and location of next meetings:

Executive Board Meeting: Little Treats, Roberts Bakery Date to be confirmed for either 5th or 7th July 2016.