

Gadbrook Park BID

Minutes

Gadbrook Park Annual General Meeting

Meeting: Gadbrook Park Annual General Meeting
Date: Wednesday 27th January 2016
Time: 12:30pm – 2:00pm
Location: The Little Treats Company, Roberts Bakery

Present:

Name	Company	Name	Company
Mike Roberts	Roberts Bakery	Dave Brooks	Turnkey
Stephen Grayson	Howard Worth	Paul Moloney	Turnkey
Jo Mitton	Barclays	Mark Pearson	Quadriga
Stephen Hall	H&M Disinfection	Angi Partington	Lineartec UK
Paul Baker	Café Arabica	Chris Rowbottom	WVHT
Michael Bracegirdle	Butcher Barlow	Sinead Jones	Long Odonnell
John Dawson	The Hut Group	Jacqueline Wilson	CWaC
Jason Stevens	Career Vision	Cllr Brian Clarke	CWaC
John Fifield	Osbourne House	Jan Astall	Glanbia Cheese
Craig Hewett	SCI	Kevin Williams	Close Brothers
Carolyn Leonard	Timberwise	Russel Wood	Close Brothers
Kevin Boulton	Ingenico	George Miller	Mploy Solutions
Nicola Buckley	Howard Worth	Graham Bowcock	Berrys
Dawn Beschorner	Howard Worth	Amanda Murphy	Career Vision
Louise White	Willows	John Packer	Ichron
Jane Hough	Groundwork CLM	Martin Humphreys	Groundwork CLM
Stephanie Leese	Groundwork CLM		

Agenda Item	Minutes	Actions
Welcome and Introductions – Mike Roberts	Mike Roberts welcomed all the businesses to the first Annual General Meeting of the Gadbrook Park Business Improvement District for BID 2 and handed over to David Topham from CTP Limited.	
David Topham from CTP Limited	<p>David Topham conducted a presentation on the proposal of further development of Gadbrook Park, involving the land surrounding Gadbrook and Park Farm. DT introduced CTP, and introduced the area for development around Gadbrook Park. DT conducted his presentation, which displayed all of the development options, then asked for feedback from those present.</p> <p>Joyce Johnson from Weaver Vale Housing Trust asked whether public transport would be considered. DT answered that yes, feasible options for bus routes and railway developments would be considered.</p>	

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	<p>Paul Baker from Caffe Arabica asked what the projected split would be on residential units and businesses. DT answered that he was not sure at present, as it was under review at the moment. However, the plan is that there will be 300 homes over a 10 year period.</p> <p>Jo Mitton from Barclays Bank asked if parking would be included in the new development. DT answered that yes, as the development needs to be seamless and parking will be needed.</p> <p>DT informed the group that they could run a pre-emptive planning application but they were not considering that option. However, DT stressed that something could happen earlier than the current timescale.</p> <p>It was asked whether the buildings would be low rise or high rise. DT answered that they would be low rise, perhaps 3 or 4 stories high, and that it would be a business park environment.</p> <p>The businesses thanked DT for his time.</p>	
<p>Election of Executive Board Members & Executive Reports – Annual Report and Accounts</p>	<p>MR welcomed the Gadbrook Park businesses again, and passed over to Jane Hough.</p> <p>JH explained that the Executive Board would need to be voted in for the next year, and SL handed out the voting ballot papers to each business present. JH informed the group that the Board proposed was as follows: Mike Roberts (Chair), Stephen Grayson (Treasurer), Steven Hall, Jo Mitton, Paul Baker, Chris McLaughlin, Michael Bracegirdle, Jason Stevens and John Dawson.</p> <p>JH informed the group that CCTV and ANPR had now been installed on Gadbrook Park and is being monitored. JH also welcomed MH as the Business Park Manager. JH informed the group about the number of training courses the BID has run for Gadbrook Park employees and how successful they have been. JH informed the group that the BID is looking at other courses and seminars, such as one in partnership with Howard Worth and Butcher Barlow.</p> <p>JH explained to the group that the finances were very healthy, and that the current position is very good. JH explained that the financial year was out of sync with Cheshire West and Chester Council's financial year. JH informed the group that there was a surplus of £60,000. The Executive Board were very pleased with the outcome of the recovery of £35,000 worth of bad debt from Adam & Co, and they would like to thank CWAC for persevering with this. JH handed over to MH for the Business Park Managers report.</p>	
<p>Business Park Managers Report</p>	<p>Attendees were given a copy of the Business Park Managers Report. MH explained that he produces a Business Park Managers' report for every board meeting.</p> <p>MH explained to the group that a key issue was security and arranging cover over the holiday period. MH also explained to the group that he was in talks with CWAC about access, egress and car parking on Gadbrook Park.</p>	

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2016 Plans	<p>JH informed the group that MH has now been here for 8 months, and the success over the last 12 months is evident. JH explained to the group that training courses have been successfully run over the past year and that CCTV and ANPR cameras have been introduced. JH also informed the group that MH would be conducting customer care visits over the next month.</p> <p>JH explained to the group that over the next year, the BID would be looking to provide popular training courses, and that MH will be maintaining the existing services. JH also explained that the popular Gadbrook Park Quiz would also be taking place.</p> <p>JH informed the group that she realises car parking is beyond saturation and that parking is becoming inappropriate on Gadbrook Park. JH explained to the group that there was a meeting organised for the following Monday at 8:30am to assess the car parking issues on Gadbrook Park. JH explained that there are quick wins that can be achieved regarding inappropriate car parking. JH asked everyone present to talk to their employees regarding parking, and that if people continue to park badly, enforcement will come out to the business park to fine people.</p>	
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Questions from the businesses	<p>Dave from Turnkey commented that bad parking is happening on a day to day basis. Joyce Jones from Weaver Vale Housing Trust asked if car parking was separate from bad parking. JJ didn't feel it is, as people only do it as there is nowhere else to park.</p> <p>JH answered that she understands there is not enough car parking, but people need to park sensibly. Employees from Career Vision commented that they have devised a leaflet system which they put on cars, listing the highway code and saying that they have the registration number and the car will be reported. Career Vision explained that this is working.</p> <p>JH informed the group that a double yellow line plan has come forward, but the Executive Board recognises that the cars need somewhere to be moved to – ie to a car park. JH explained that this is a high priority.</p> <p>The question was asked as to whether cones can be put on the corners of the roads. It was also asked how feasible it would be to put down hexagonal parking matting. JH answered that she wanted to talk about the land with the owners and see if a car park could be created.</p> <p>Dave from Turnkey questioned which business these cars were coming from. John Dawson from the Hut Group answered that he tells all his employees to park sensibly, but he knows that it causes problems. The question was asked as to whether The Hut Group can rent car parking spaces. Dave from Turnkey commented that emergency services cannot get down the road due to the bad parking.</p> <p>A business commented that at Langdale House, one of the partners nearly ran somebody over, and that they get a lot of 4 x 4s and</p>	
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	<p>deliveries, so can't see people coming round the bend. It was commented that there was lots of car parking spaces but no pavements, and that the land at the back of Langdale House could be used for car parking.</p> <p>JH explained to the group that pavements have been on the agenda for the last 5 years, and that the BID has asked for pathways for a long time but there is no budget at CWAC. JH also explained that the BID cannot build a car park as it is out of the budget. JH informed the group that MH would be conducting customer care visits with businesses to get an evidence base for funding a car park. JH informed the group that MR had been in contact with the deputy leader of CWAC and that parking will be high on the agenda.</p> <p>JH explained to the group that SH is very keen on cycling initiatives, and has been trying to get the canal path tarmacked. However, this would cost millions, and the council have not got millions of pounds to do it.</p> <p>JJ asked what spare parking there is. JH answered that there is Windsor House, but this is full. It was questioned as to how many parking spaces there are on Gadbrook Park, as without yellow lines, 138 cars can get on the road to park.</p> <p>JH explained to the group that businesses need to be happy to use BID surplus money with a partnership to get an additional car park. JH explained that the Executive Board can approve amounts up to £10,000, but anything above this needs to be voted on at a BID group meeting. MR explained that MH would provide email feedback of the meeting on Monday.</p> <p>John Fifield asked what ANPR means. JH answered that it means Auto Number plate Recognition.</p> <p>John Fifield asked about the mobile shower units that were outlined in the Executive Board minutes from the previous meeting. MH answered that these would be located so that companies can use portable shower units to see if cycling numbers increased.</p> <p>The question was asked as to whether the lighting on the Business Centre comes under the BID.</p> <p>JH answered that MH was speaking to CWAC to see if the lights can be cleaned, and if they cannot be cleaned, the BID will obtain quotes for LED lights.</p> <p>Joyce Johnson asked about Brunel Court. MH answered that he would look at a quote for a light to be put there.</p> <p>The question was asked about the danger of wet leaves on the car park. JH answered that this needs to be reported to the landlord – either Simon or Anita.</p>	
Any Other Business	None raised.	
Meeting Closed	The minutes of the previous meeting were formally approved as a true and accurate representation. The results of the ballot for the	

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	Executive Board were announced – 21 businesses voted in favour of approving the Executive Board, and 0 were against. The Executive Board was approved. Mike Roberts thanked the Executive Board and all attendees for attending and closed the meeting.	
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Next Meeting: Executive Board – Wednesday 13th April 2016 at 12:00pm – Howard Worth.