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Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board

Date: 27th January 2016

Time: 11:30am – 12:30pm

Location: Little Treats Company, Roberts Bakery, 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 |
| Jane Hough (JH) | Groundwork | | |

| | | Actions |
|---|--|--|
| Approval of minutes from last meeting and actions | <p>Mike Roberts welcomed all to the meeting and apologies were received from Chris McLaughlin.</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> | |
| Landscaping and Maintenance | <p>PB asked if the CCTV at Gadbrook Park was now active – JH answered that it was.</p> <p>JH informed the group that she had asked for specific specifications regarding the landscaping and maintenance at Gadbrook Park, but Countrywide hadn't provided a like-for-like quote. JH informed the group that she had asked the Groundwork Design and Build team to provide specific maintenance details to take back to Countrywide. JH also informed the group that she has spoken with John Fifield to discuss the current maintenance undertaken by Fifield Glyn.</p> <p>JH informed the group that she wasn't comfortable with Countrywide's quote. MR said to make a decision at the next board meeting, and this was agreed.</p> | <p>Executive Board to make a decision at the next Board meeting regarding landscaping and maintenance.</p> |
| Car Parking | <p>JH shared the survey Chris McLaughlin had conducted on the business centre regarding car parking. JH also informed the group that she had met with Rudheath Parish Council and CWAC, and that there were primarily two issues. Car parking on the estate is now beyond saturation, and there needs to be extra car parking. The group were informed that there needs to be an education surrounding car parking, as well as targeting the inappropriate car parking head on.</p> <p>JH informed the group that she has a meeting organised with CWAC Officers to look at the entire park, and that they will all be on site from 8:30am onwards to assess the issues first hand. JH informed the group that she has also spoken to Samantha Moss about getting the railway open in addition.</p> <p>JH informed the group that she would put together a business case for car parking funding. JH stressed that cars need to be off the business centre, and that they are looking to find a solution by building a car park on land available.</p> | <p>JH to put together a business case for car parking.</p> |

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| | <p>JD commented that employees would rather park dangerously nearby than in a car park and walk. JH stated that the Business Centre would also need to be double lined in conjunction with a car park to prevent this.</p> <p>JH informed the group that herself and MR had met up to discuss transport initiatives to solve the problem. She also informed the group that CWaC is going to speak to the transport team about the car parking issues on Gadbrook Park.</p> <p>JD asked if the quantities of cars every half an hour coming on to the park could be established from the ANPR camera.</p> <p>JH also informed the group that MH will be asking how many employees are at each business during the customer care visits.</p> <p>JW informed the group that parking is high up on the agenda at CWaC and has been raised at a higher level.</p> <p>SH commented that patterns were developing due to the Hut Group shift patterns. SH wants there to be an off-site car park and bus to schedule with shift times to ferry people to the car park, like an airport service.</p> | <p>JH to speak to CWaC regarding a temporary off-site car park.</p> |
| <p>Questions and Any Other Business</p> | <p>JH asked if there were any questions, there were none.</p> <p>MB informed the group he has a client with a hardstanding surface on King Street on the Village Green area, and that he would be happy to enquire about using this as a car park.</p> <p>MH was to also send out the dates of the BE group meeting to the Executive Board.</p> <p>The meeting was closed.</p> | <p>MB to enquire about using this land as a car park.</p> <p>MH to send out dates of BE group meeting to the Executive Board.</p> |

Date and location of next meetings:

Executive Board Meeting: Wednesday 13th April 2016 - 12:00pm – 4:00pm at Howard Worth.

