

## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** 16<sup>th</sup> November 2016  
**Time:** 12 noon – 2:00 pm  
**Location:** Butcher & Barlow, Royal Mews

Name	Company	Name	Company
Mike Roberts (Chair) (MR)	Roberts Bakery	Jason Stevens (JS)	Career Vision
Mike Bracegirdle (MB)	Butcher & Barlow	Louise Ashley (LA)	Groundwork
Jane Hough (JH)	Groundwork	Paul Baker (PB)	Cafe Arabica
Jo Mitton (JM)	Barclays	Chris McLaughlin (CM)	H&M Disinfection
Linda Colborn (LC)	WVHT	Stephen Grayson (SG)	Howard Worth
Perran Baragwanath (PB)	Mid Cheshire Programme Manager for Cheshire West & Chester Council		

**Apologies**

Name	Company	Name	Company
John Dawson (JD)	The Hut Group		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting and apologies were received from John Dawson.</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>	
BID Claim	<p>JH ran through the BID Claim with the Board. Financially the Gadbrook Park BID is in a strong position.</p> <p>SG &amp; JH are to meet to review the claim for the last financial year. We have a closing balance of £120K.</p> <p>JH explained that the Nantwich office of Howard Worth will audit the accounts.</p>	SG & JH to schedule a meeting to review the claim.
Business Parks Manager Report	<p>Attached is a copy of the Business Parks Manager report.</p> <p>LA's focus has been on the TRO/Parking issues we are currently experiencing on the Business Centre.</p> <p>JH, MR &amp; LA met with Councillor Brian Clarke regarding the parking issues on Gadbrook and in the residential areas of Rudheath.</p> <p>The TRO has been submitted to Kieran Collins at the Council and the informal consultation with local members, the Police and the local Parish Council has been finalised.</p> <p>The feedback from all parties is that they would not support the current TRO proposals for Gadbrook Park, therefore the Cheshire West and Chester</p>	

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	<p>Highways team are not in a position to move forward with the formal process. On this basis, the Executive Board gave their approval for the purchase of a security barrier to the Business Centre. LA to meet with barrier suppliers to discuss options available to us.</p> <p>Recently a traffic census was conducted by CWaC on the Park. Since then, the BID have sent it out via email and the results have been shared with the Council. This census was an opportunity for all business owners/employees at Gadbrook Park to present essential information that will provide the evidence base for real clear future improvements for access, egress and car parking needs in and around Gadbrook Park and Northwich. The data will feed into the overall transport strategy for Northwich.</p> <p>LA has co-ordinated the Annual Christmas Event at Café Arabica. This year it is to be held on Friday 19<sup>th</sup> December from 12 noon – 2pm.</p> <p>The Annual Quiz is to take place at Vale Royal Abbey on Thursday 19<sup>th</sup> January. This has already been communicated to all businesses on the Park and there is currently only availability for 1 more team to attend.</p>	<p>LA to meet with barrier suppliers to obtain quotes and options for a security barrier to the Business Centre.</p> <p>LA to promote</p>
<p>Projects Update</p>	<p><b>Car Parking</b> Several meetings regarding parking have taken place and LA is in the process of obtaining email address in order for businesses to use a private parking enforcement system when cars park in their private car parks. Signage must be installed as a first measure and businesses will be informed of when this is going 'live'.</p> <p>There will be a follow up meeting on Tuesday 6<sup>th</sup> December at The Little Treats Company from 1pm – 2pm regarding parking.</p> <p>Costs for posts to be sent to the Board for the 'turnaround' section on the Business Centre.</p> <p><b>Gadbrook Park One Way &amp; Yellow Box Junction</b> Feedback from businesses was received regarding the proposed One Way System and the Executive Board made the decision not to go ahead with it at this time. However, they were in favour of the yellow box junction and LA to liaise with the Council regarding this.</p> <p><b>Website</b> The first draft of the new website was communicated to all Board members however, they felt that it did not have the look and feel that they were expecting. LA to liaise with the website company for 4 different designs for the Board's consideration.</p> <p><b>Landscaping</b> LA to schedule meetings with landscape companies on the grounds maintenance for the Park.</p>	<p>LA to email costs for posts to the Board.</p> <p>LA to contact CWaC Highways Department</p> <p>LA to liaise with 24/7 regarding look of new website.</p> <p>LA to schedule meetings re: landscaping</p>
<p>Any Other Business</p>	<p>A date to be confirmed for the AGM in January. LA to email the Board.</p>	<p>LA to email the Board on proposed dates for AGM</p>

## Date and location of next meetings:

**Executive Board Meeting: To be confirmed**

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