

Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 26th January 2017
Time: 11am – 12 noon
Location: The Little Treats Company, Roberts Bakery

Name	Company	Name	Company
Mike Roberts (Chair) (MR)	Roberts Bakery	Jason Stevens (JS)	Career Vision
Mike Bracegirdle (MB)	Butcher & Barlow	Louise Ashley (LA)	Groundwork CLM
Jane Hough (JH)	Groundwork CLM	Paul Baker (PB)	Cafe Arabica
Jo Mitton (JM)	Barclays	John Dawson (JD)	The Hut Group
Linda Colborn (LC)	WVHT	Stephen Grayson (SG)	Howard Worth
Perran Baragwanath (PB)	Mid Cheshire Programme Manager for Cheshire West & Chester Council	Fran Johnson (FJ)	Howard Worth

Apologies

Name	Company	Name	Company
Chris McLaughlin (CM)	H&M Disinfection		

		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. The proposal to have a yellow junction box has been put on hold.</p> <p>Approval of the minutes from the last meeting were received as a true and accurate record.</p>	
BID Claim	<p>Stephen Grayson is leaving Howard Worth and his colleague, Fran Johnson who was present at the meeting prepared the final accounts for Nov 15 – Oct 16. Fran will be replacing Stephen as Treasurer.</p> <p>JH ran through the BID Claim with the Board. Financially the accounts for the Gadbrook Park BID is in a healthy position. The carried forward figure position is £120K for the new financial year.</p> <p>The BID Levy increases by 5% each year and invoices are sent by CWAC in March. JH explained that the 2010 valuation rates still apply for the BID Levy income. At the end of March reconciliations will be performed and the BID will receive any remaining levy that has been collected less any bad debt.</p> <p>JS queried the security expenditure. JH confirmed there are 2 security guards that patrol Gadbrook Park from 7pm – 7am every week day and 24 hours a day at weekends. Bank Holidays and the Christmas period are also covered within this expenditure. JH advised that the present security cover remains the same for the next 12 months considering the issues we have experienced recently with HGV's parking overnight on the Park and some</p>	

V:\ISO9001\Template Forms\GBP Group Meeting Minutes Template

SAFER & MORE SECURE | GREENER AND CLEANER | SUSTAINABLE TRANSPORT | SUPPORTED & COORDINATED BUSINESS PARK



	<p>anti-social behaviour which has been reported recently. The Board agreed to continue with the present cover. JH explained that Roberts Bakery, Barclays Bank and The Hut Group also have 24 hr security cover on the Park.</p> <p>JH went on to explain that every year a review of the security contract takes place with the next one is due in February. LA also has a monthly meeting with the General Manager from Alpha Omega where KPI's are discussed and monitored.</p> <p>The CCTV expenditure costs includes the monitoring and maintenance of the system 24/7 365 days a year.</p>	
<p>Business Parks Manager Report</p>	<p>Attached is a copy of the Business Parks Manager report.</p> <p>LA's focus has been on the parking issues that are currently experienced across the Park.</p> <ul style="list-style-type: none"> • Implemented the Private Car Parking Enforcement Scheme. Set up the user accounts, passwords and delivered signs for businesses who have joined. Explained to businesses that they need to contact Fifield Glyn or Wellend Investments as their landlords as they are not able to join the BID's scheme. However, Fifield Glyn will discuss their own parking enforcement scheme if they wish to join one. • Parking Enforcement signs on the verges of the Business Centre have not been erected as yet due to the need to ascertain where the services lie. I have also obtained a quote from a 3rd party contractor who is willing to perform a feasibility study and put in the posts. The Council are unable to provide me with any details of where the services are. • The Annual Gadbrook Park Quiz took place at Vale Royal Abbey on Thursday 19th January. This was again, a huge success with Concise Technologies winning the Cup for the 3rd year running. • Ordered bike marking kits from the Police. This is a highly durable tamper resistant QR Code label that gives your bike a unique ID. Your bicycle model, make and frame number is registered and this assists the police in returning recovered bikes to their rightful owners. In the Spring I will be co-ordinating a bike marking day where anyone wishing to have their bike tagged can do so. BikeRegister is the UK's national cycle database and the leading online bicycle identification and registration initiative aiming to reduce cycle theft, identify stolen bikes and assist in owner recovery. By registering and marking a bike with one of the kits, the chances of having it stolen are greatly reduced. BikeRegister also provides protection for buyers and sellers of secondhand bikes, who can check a frame number on our database to confirm it hasn't been reported stolen. BikeRegister is used by every UK Police Force and is the preferred bike marking system of the Metropolitan Police Service. Over 535, 000 bikes are currently registered on their secure database and we have strong partnerships with Cycleplan, British Cycling, Cyclescheme and Cyclepods 	

	<p>It was decided to link this in with a Bike to Work Day which may be held in the Spring.</p>	
<p>Projects Update</p>	<p>JS, CM & LA have met with 2 suppliers for barriers on the Business Centre. JS ran through the preferred supplier's proposal and the Board approved the purchase of the barrier. This is subject to obtaining written confirmation from CWAC.</p> <p>It was agreed to communicate this implementation with the park several weeks before installation. Signs will be put up on the approach to the Business Centre to alert visitors and employees.</p> <p>JH explained that the overflow car park on the Business Centre is owned by CWAC and is for the sole use of companies based on the Business Centre.</p> <p>LA & JH have met with the marketing company 24/7 in relation to the new website development. We have received 3 new concepts for the Board to consider. LA will send these via email as they are internet based and require a password. Feedback is required by Thursday 2nd February.</p> <p>Appointed a grounds maintenance contractor and issued a 12 month contract to them. A full schedule of grounds maintenance work has already started. The areas they are responsible for are the approach left and right of the Park's entrance/exit, the subway verges on each side, the pond area and the roundabout on the Business Centre.</p>	<p>Board to feedback to LA on website.</p>
<p>Any Other Business</p>	<p>JH & MR attended a consultation meetings on HS2. The proposed route given at this time is attached. JH has suggested responding to the HS2 consultation by sending a letter on behalf of the BID with a view to understanding the impact this may have on business operating from Gadbrook and employees travelling to and from the Park. PG suggested contacting Gerrard Rhodes regarding HS2 to find out some more detail.</p> <p>A date to be confirmed for the March Executive Board Meeting.</p>	<p>JH to draft a letter for Board approval re: support for HS2.</p> <p>JH to contact Gerrard Rhodes re: HS2</p> <p>LA to email the Board with proposed dates</p>

Date and location of next meeting:

Executive Board Meeting: Friday 10th March 12 noon – 2pm at Butcher & Barlow, Royal Mews.