

Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 10th March 2017
Time: 12 noon – 2pm
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 CLM
Jane Hough (JH)	Groundwork CLM	Fran Johnson (FJ)	Howard Worth
Jo Mitton (JM)	Barclays	John Dawson (JD)	The Hut Group
Perran Baragwanath (PB)	Mid Cheshire Programme Manager for Cheshire West & Chester Council		

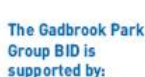
Apologies

Name	Company	Name	Company
Chris McLaughlin (CM)	MIS	Linda Colborn (LC)	WVHT
Paul Baker (PB)	Caffe Arabica		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting and apologies were received from Chris McLaughlin, Linda Colburn and Paul Baker.</p> <p>JH/LA 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. We are within budget for Quarter 1.</p> <p>JH will set up a meeting with Fran Johnson to run through the finances in due course.</p> <p>JH explained that a high level of extra resource time has been devoted to parking issues, access and a gress and HS2. Groundwork CLM is unable to continue to sustain this going forward.</p> <p>MR proposed sending an invoice for costs to CWAC.</p> <p>JH will look at the last financial BID claim and the 1st quarter and will present some detail.</p>	<p>JH to schedule a meeting with FJ</p> <p>JH to send a detailed invoice of costs incurred to CWAC.</p>
Business Parks Manager Report	<p>Attached is a copy of the Business Parks Manager report.</p> <p>LA continues to focus on the parking issues that are currently experienced across the Park.</p>	

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	<ul style="list-style-type: none"> The security guards are putting out cones in the evening to prevent HGV's parking close to the residents on School Road. <p>JH has already tried to contact Paul Blackburn regarding noise mitigation but has not received a response.</p> <p>MR suggested LA and JH liaise with the Highways Department regarding the possibility of implementing waiting restrictions on the Park.</p> <ul style="list-style-type: none"> A review of the Security Contract has taken place with minor changes. Business list has been updated, cones have been added and the National Minimum Wage will increase in April 2017. <p>JH explained how much the security guards cost. This is very reasonable priced and she is happy with signing the new contract for the next 12 months.</p> <ul style="list-style-type: none"> MR, JH & LA met with Pete Price, a board member of Cheshire Community Trust who own minibuses which could be used as a shuttle bus service from local railway stations for employees going to and from the Park. A short survey is due to be sent to all businesses to ascertain interest. A full image audit has been completed. Main points to consider are: <ul style="list-style-type: none"> Sanding and repainting of benches across the park. Lighting columns on the Business Centre require re-painting and cleaning. LA will liaise with CWAC. Website develop continues with Solutions 24/7. A meeting has been scheduled for next week to discuss/produce more content. <p>MR suggested adding some drone footage of the park onto the new website. LA to liaise with MR regarding this.</p> <p>JS suggested adding a virtual tour section of the park. LA to look into the feasibility of adding this to the website.</p> <p>In the last section of the Business Park Manager report there are some suggestions for the Business Centre and the barrier. Please feedback any comments to LA in the first instance.</p>	<p>JH/LA to contact Highways</p> <p>Shuttle Bus Survey to be sent to all businesses.</p> <p>LA to get quotes for updating the benches LA to contact CWAC.</p> <p>LA to speak to MR re: Drone footage for website.</p> <p>LA to liaise with 24/7 re: virtual tour for website.</p> <p>Board to feedback on suggestions for the Business Centre.</p>
<p>Project Update</p>	<p>Barrier</p> <p>MR has requested several meetings with Alison Knight to discuss the barrier. She was unable to attend the Executive Board meeting however, MR will discuss this in more detail with Alison on Monday and feedback to the Board in due course.</p>	<p>MR to discuss barrier with Alison Knight from CWAC.</p>

<p>Pro-Tour Sponsorship</p>	<p>The Tour Series enters its ninth season of unique team based racing in 2017, with ten town and city centres holding the only British domestic cycle race Series to be televised on terrestrial, free-to-air TV, thanks to the ITV4 highlights shows from every round.</p> <p>This year Northwich Town Centre host the event on Friday 12th May 2017.</p> <p>Highlights of every round of the Tour Series are shown on ITV4 the day after each event.</p> <p>Northwich Town BID working with CWAC and Northwich Town Council are offering business sponsorship opportunities.</p> <p>A brief discussion was held and the Board agreed to sponsor the event.</p>	
<p>Any Other Business</p>	<p>JS asked if the Board would consider the feasibility of having a Electric Car Charge Point on the Park. LA to look into the feasibility of this.</p> <p>Date of next meeting : Please see dates below and feedback to LA.</p>	<p>LA to investigate Electric Car Charge Point</p> <p>Board to give availability for next meeting.</p>

Date and location of next meeting:

Executive Board Meeting: Please give your availability for Tuesday 27th, Wednesday 28th or Thursday 29th June 2017