



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 25/01/2019
Time: 11:30 am to 2pm
Location: Little Treats, Roberts Bakery, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Joyce Johnson(JJ) on behalf of Gareth Rigby	WVHT
Jane Hough (JH)	Groundwork CLM	Fran Johnson (FJ)	Howardworth
Dave Snasdell (DS)	Groundwork CLM		
Jo Mitten (JM)	Barcalys Bank		
Paul Baker (PB)	Café Arabica		
Mike Bracegirdle (MB)	Butcher & Barlow		

Apologies

Name	Company	Name	Company
Chris McLoughlin (CM)	MIS Ltd	John Dawson	The Hut Group
Gareth Rigby (GR)	WVHT		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting. Apologies were received from John Dawson, Chris McLaughlin and Gareth Rigby.</p> <p>(DS) Advised the board that Jason Stevens had stepped down from the board to concentrate on his business and (MR) would like it noting his support for the BID and thank him for his contribution.</p> <p>(DS) Advised Heidi Bennett from Fifield Glynn had requested to come onto the board.</p> <p>Discussion took place regarding the aligning of the BID financial year to the council and (JH) advised this was not feasible.</p> <p>Discussed the requirement for a meeting with the Groundwork Management to look at the BID 3 proposal document and finances for the proposal document.</p> <p style="color: red;">Meeting took place on 14/02/19</p>	<p>Action for JH to arrange meeting for 05/02/19 with Greville Kelly, Mike Roberts and Fran Johnson</p>

Actions from the last meeting were completed or detailed in the Business Park Managers report and agreed by the board.

Discussion regarding the quotes for additional hanging baskets on the Park which were in excess of £10,000. The board agreed this would be too expensive and they would continue with the baskets down Gadbrook Way, 21 in total supplied by NTC.

Cost for the supply and watering £1744

(DS) Advised the board that Rudheath Senior Academy had agreed to apply for an Awards for All Grant for the subway mural project.

The board agreed to support this financial with a contribution if the grant was successful.

Rudheath Senior Academy has submitted the Awards for all application on 25/02/2019 awaiting response. 8 week turn around for decision.

Security

(DS) Advised the board that there had been no security issues. That the year-end crime figures had been recorded as three. Two damage to motor vehicles and a public order offence for abuse to one of the security guards by a HGV driver parked on the estate.

Image Enhancement

(DS) Advised the board that the footpath leading to the canal was not adopted and could not find the owner for the land. The owner of Orchard Marina, Garry Evans had been spoken to and would be happy for the BID to consider creating a footpath along the track. He had been maintaining the track but stated he did not own it.

The board discussed this and decided the financial cost would be considerable and would not at this present take this any further as employees could still walk along the road to the canal.

Action (DS) to advise NTC of the continued contract for the supply of hanging baskets and the watering 2 per week through the summer period.

Action (DS) to follow up grant application with Rudheath Senior Academy

	<p>Business Communication</p> <p>DS advised the board of a company called Concert Networks wish to propose to implement a high capacity internet connection to the Park under the Government voucher scheme. This may be of consideration for BID3 and development for the Park.</p>	
<p>BID Claim</p>	<p>(JH) went through the claim and advised the board that the accounts were in a very good financial position and that the meeting to discuss BID3 was important to discuss what financial levy would be put on the BID3 proposal to sustain the projects and delivery against any additional project work and contribution by the businesses moving forward for the next 5 years.</p> <p>(MR) Advised that savings could be made on the security contract by reviewing the security guard hours and the need to have two guards on duty. Consideration of reviewing this again and possibly supplying all security guard who work on the Park for companies including Barclays and Roberts Bakery to have a radio system to support each other if an incident occurred on the estate. (JH) Advised the board the recent security review all businesses supported keeping and sustaining the security arrangements we presently had.</p>	<p>DS to purchase a good quality radio system for Security personnel on the site.</p>
<p>Project's Update</p>	<p>As per Business Park Managers report</p>	
<p>AOB</p>	<p>None</p>	
<p>Date of Next Meeting</p>	<p>To be arranged for possibly the second Wednesday in March which would be 13th March 2019.</p>	

The AGM was held straight after the meeting with 18 employees attending along with the committee.

MF Roberts 13.03.2019



Presentation by Highways

Jamie Barron and Stephen Pennington from Highways attended and gave a short presentation on the junction development later in the year.

Numerous questions were asked and Jamie advised he would take away some of the concerns and report back to the board and employees with feedback on considerations.

The council will have a communication strategy for this major works and will keep all businesses up to date through the BID executive board and BID manager.

Highways agreed to come back to the All Park meeting to update the businesses on the development of the proposed plan.

Discussion was had for possible shuttle bus service or creating a carpark off site temporarily whilst the works were implemented. Jamie Barron advised that there would be traffic management in place and shift working will be part of the scheme to minimise disruption. This would all be outlined in the plan once it had been completed.

The main themes were detailed below which Jamie Barron advised would be considered by the planners.

- Ease of access from Gadbrook Road into left turn slip.
- Yellow box marking at Gadbrook Road junction and Roberts Bakery entrance.
- Providing a safe crossing point near the junction.
- Maintaining the block paving in the new design (Steve has factored this into the design)

Jamie Barron advised that temporary work would be undertaken at the junction in the near future to repair the potholes at the junction.

Executive Committee Vote

The vote for the executive board committee was held with 18 voted unanimously voting in the committee of Mike Roberts, Mike Braccgirdle, Fran Johnson, Paul Baker, Jo Mitten, Gareth Rigby, Heidi Bennett, John Dawson and Heidi Bennett.

Mike Roberts welcomed Heidi to the board.

Mike Roberts agreed to continue as the chairperson and all committee members present supported this decision.

The meeting was closed with Mike Roberts thanking all that had attended the AGM.