



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 11/12/18
Time: 12midday to 2pm
Location: Howardworth, Drake House, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Chris McLoughlin (CM)	MIS Ltd
Gary Hood	WVHT	John Dawson (JD)	The Hut Group
Dave Snasdell (DS)	Groundwork CLM		
Jo Mitten (JM)	Barcalys Bank		

Apologies

Name	Company	Name	Company
Fran Johnson	Howarth Worth	Jason Stevens	C Vision
Jane Hough	Groundwork CLM	Mike Bracegirdle	Butcher Barlow
Paul Baker	Café Arabica	Gareth Rigby	WVHT

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting. Apologies were received from Fran Johnson, Jason Stevens, Mike Bracegirdle, Jane Hough, Gareth Rigby, Paul Baker. Mike welcomed Gary Hood who was attending instead of Gareth Rigby from WVHT.</p> <p>(MR) welcomed Jamie Baron(JB) from highways to update on the junction project which is due to go ahead next year. The plans were shown to the board. Advised the detail plans had not yet been drawn up or the tender process yet implemented. The timeline for the project is likely to commence work in the summer period and likely to be 3 to 4 months. The plan would consider working off peak but this will be put into the plan. Highways will not know the traffic management plan until May 2019.</p> <p>(JB) asked for a number of business work as a business’s liaison along with (DS) to keep businesses updated.</p> <p>(JM) and (CM) offered to be the liaison.</p> <p>The board requested Highways consider a temporary carpark option whilst the work commenced possibly at the marina farm area off the A556. Also consideration for camera to be installed for contravening red light offences off the Park.</p>	<p>(MR) To identify date for visit with Esther McVey for AGM</p> <p>Action for (JB) to view Gadbrook Junction for temporary repairs)</p>

The board requested highways attend at the AGM in late January 2019 to update the businesses.

The board also requested Highways look at the junction presently as there are a number of dangerous holes and dip on the Roberts Bakery side of the road which require temporary repair.

JB emailed stating Highways will review some temporary repairs.

(JB) left the meeting and (DS) went through the actions from the last meeting.

(MR) requested that from now on can the agenda, minutes and claim be forwarded a week in advance of a meeting so the board can review the claim document rather than at the meeting and raising any financial questions at the meeting.

Groundwork Financial Department advised.

Actions from the last meeting were completed or detailed in the BID Managers report. (MR) advised that he has had difficulty in Esther McVey attendance due to the challenges of Parliament at this present time. He would continue to get a date for her attendance for the first quarter of 2019.

(DS) gave details of the Managers report.

Security

Detailed that no significant incident had occurred in the past three months.

Advised the invoice had now been received for the refurbishment of the lights on the business park. The cost being £14051.10 which has not yet gone into the claim. We also need to purchase a new CCTV camera for the replacement spare which was used for the broken one on the Park in late summer period.

CCTV camera purchased

Advised CWAC authorised Onetek to complete the installation of an additional camera on Dalby Court however awaiting

Action for (DS) to feed this back to Groundwork

DS to purchase further CCTV Camera for replacement of the spare camera.

location on a grass verge of a lattice tower rather than a lamp column this will hopefully be completed in January 2019.

Planning required and has been submitted.

Image Enhancement

(DS) advised the board that he had attempted to get quotes for the hanging basket project from WVHT, Property Wise, Tree Musketeers and Winsford Town Council but none wish to quote for the work.

(MR) requested and the board agreed that we should still obtain two further quotes to ensure we are tendering for the work transparently.

Three quotes now obtained.

(DS) advised That the one quote for the footpath from the council contractors was 28k. Council have advised that if we want further quotes it would have to be with their preferred contractors under their procurement contract. Advised the price would be similar.

Board agreed this was too expensive for one footpath when it is the council's liability and agreed not to progress this project.

The board would still like to consider a footpath at the rear of the nursery for access to the canal for the children and employees.

(DS) to follow up who owns the land at the rear of the nursery and to conduct a land registry check.

Checks completed land is unregistered.

(DS) advised the board he had looked at other footpaths surrounding the estate and the path at the rear of Barclays would not be suitable for a circular route as it leads on to the farmer's private land.

Subway Project

(DS) advised the board that still had no funding stream to develop this project. Rudheath Primary School, Parish Council and the Rudheath Witton Project would not fund or allow (DS) to apply for an Awards for All grant as they are either considering a grant application themselves or in the process of

DS to obtain two further quotes for 80 hanging baskets in addition to the ones we already have presently.

DS to follow up with a land registry check for the track leading to the canal.

DS to follow up funding application with Rudheath Academy

	<p>applying for one. (DS) advised he had met with the high school and they are considering it and awaiting a decision.</p> <p>Rudheath Senior Academy agreed to support application to Awards for All.</p> <p>Website</p> <p>(DS) updated the board on the options available to increase the traffic to the Gadbrook Website by using blogs, Social Media and landing pages. The board agreed we should try and develop this and agreed to fund this work up to £500.</p> <p>(DS) went through the google analytical data for the website for the past two months.</p> <p>(DS) advised the board of the new company coming onto the estate ASM technologies and were completing a full refurbishment of Windsor House and landscaping to the carpark and increased car parking space for their employees. The work is estimated to take 9 months.</p> <p>(JD) advised that the Hut group was moving staff off the estate as planned and they would be giving up the lease on Chelford House in January. The other buildings eventually will be sub-let apart from the Stables.</p>	<p>DS to follow up with 24/7 solutions to enhance the traffic to the website.</p>
<p>BID Claim</p>	<p>(DS) went through the claim and a number of points were raised by the board.</p> <p>(MR) would like to have further additional columns added to the claim document for ease of reading the data. He requested that the colours be changed as the red could not be seen when printed in black and white. He requested further information at the bottom right columns detailing Surplus from year 3, Bank interest, Total income, total budget available and Total less the budget.</p>	<p>DS to meet with MR asap to detail changes to the claim document.</p>

(DS) met with (MR) on 19/12/18 and went through the claim document. A further meeting on 21/01/19 with (MR) and (FJ) and went through the year-end financial document.

(CM) queried the Security cost and the fluctuation per quarter. (DS) advised this would be for wage increases at the beginning of the year and the months where bank holidays were in would increase the cost due to additional hours for the guards working 24/7 in these periods.

MR queried the community social responsibility column was blank when the board had given £2500 for Northwich town Centre Event. (DS) advised this would not have been added yet and will be done.

(MR) queried the admin charges of £3490.66. (DS) advised he did not know the detail of this and would get back to the board.

(MR) queried the Training and forecast Quarter 2 was showing £20,000.

(DS) advised this was likely to be a clerical error and would get back to the board.

A number of queries were raised on the claim document which I can update you on.

The admin charges £3490.66p was questioned. This figure includes the purchase of the television for Café Arabica and software for the ticket tape details which go on the system and replacement defib pads. These have been put in Administration cost.

The Training course and seminars forecast Qu 2 which shows £20,000 is a clerical error and as it is a forecast does not change the overall actual figures for training.

The CSR has been left blank. The board payed £2500 to the Northwich Now project which has not been added to the claim but will be included in the final financial document.

(DS) stated he would arrange a meeting with MR to detail exactly how he wanted the claims document for the next financial year.

DS to investigate points raised on the claim form and update the board.

	<p>(MR) requested that it be considered to extend the BID by a number of months so it could align itself with the council financial year. Requested this be looked into.</p> <p>MR, enquired whether we could extend the BID for a couple of months to become aligned with the council financial year for the forth coming BID. I have been advised this is not possible due to legislation in BID management. You could shorten the next BID and become aligned but this would be some years off.</p> <p>(MR) requested the annual accounts be circulated asap to the board.</p> <p>Circulated on 18/01/19.</p>	<p>DS to enquire if this is feasible to extend the BID period.</p>
<p>Project's Update</p>	<p>(DS) advised the board the new street lighting had been installed on the business park and the new Gadbrook Business Park sign. All other projects had been discussed in the manager's report.</p>	
<p>AOB</p>	<p>(DS) advised the board that the annual quiz night was booked for 7th February 2019 and was already full with 22 teams.</p>	
<p>Date of Next Meeting</p>	<p>The next board meeting would be arranged for either 23rd or 25th January 2019 before the AGM. MR would confirm the date this week. Location Little Treats conference room. 11.30am executive board meeting, lunch from 12:30pm and 1pm AGM.</p> <p>AGM arranged for 25/01/2019.</p>	<p>Action MR to confirm date with DS</p>