



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 04/07/18
Time: 12midday to 2pm
Location: Butcher and Barlow Solicitors, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Jo Camerie (JC)	Cheshire West and Chester Council Regeneration Team
Jane Hough (JH)	Groundwork CLM	John Dawson (JD)	The Hut Group
Dave Snasdell (DS)	Groundwork CLM	Jason Stevens (JS)	Career Vision
Jo Mitten (JM)	Barcalys Bank	Chris McLoughlin (CM)	MIS Ltd
Fran Johnson (FJ)	Howard & Worth	Wayne Gales (WG)	Weaver Vale Housing Trust
Jonathon Aldersley	Butcher & Barlow		

Apologies

Name	Company	Name	Company
Mike Bracegirdle (MB)	Butcher & Barlow	Paul Baker	Café Arabica
Chris McLoughlin (CM)	MIS Ltd		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting. Apologies were received from Mike Bracegirdle, Chris McLoughlin and Paul Baker.</p> <p>DS welcomed Nont Lamkampaeng from Active Cheshire to give a brief overview of what they can offer the Business Park in relation to the Active Workplace Pledge for businesses.</p> <p>Approval of the minutes from the last meeting were received as a true and accurate record.</p> <p>DS went through the actions of the last meeting.</p> <p>DS advised the board that the speed survey had been completed and the results were not in the remit for an application for a 20mph speed zone as it did not reach the criteria.</p> <p>DS advised the action for the feasibility of a One-way system had been discussed with Highways and they state that this was considered some time ago but the board did not progress it. Discussion by the board regarding this and whether with all the changes which are due to occur next year with the junction improvements it may be worthwhile leaving this project until all the proposals had been completed and consulted on.</p>	<p>DS to follow a meeting with Active Cheshire to follow up this initiative for the Park</p> <p>Action Closed</p> <p>Action closed pending further information later in the year regarding the proposed junction development.</p>

	<p>DS updated the board on the costings for PRINCE 2 training. (Project management course). Advised the board due to the Park being private businesses they would not get a reduce licence fee for the courses from the council. Course costing document given out. Board agreed they would not fund discounted courses for individual companies.</p> <p>DS advised the board that the Active Cheshire walking map had been completed in draft however Highways would not allow direction signage on the lamp posts. It was agreed to complete a booklet and have some maps made to have individual businesses. It was also requested we consider a mobile phone app.</p> <p>DS advised the board that he had enquired into insurance liability regarding events held on the park. If the BID held the event, it would be our insurance liability. If we employed a third party, they would have to have their own public liability.</p> <p>DS advised the board that the dip in the road at the junction to the park had been brought to the attention of highways. Highways response is that it required considerable works as new drainage would be required which if authorised would take over a week with the road closed off. Highways will consider this work with the overall plan for the junction improvement which should be commencing in June 2019. As yet the junction feasibility study had not been completed or consulted on.</p> <p>DS advised the board that the trench in the grass verge at the entrance to the park was not the liability of highways as it was not a pathway. CWAV would not spend money on its repair and advised the BID would have to fund the repair if they wanted it completing.</p> <p>DS advised the board that the additional grounds maintenance they had previously agreed via email was progressing. The roundabout area would be completed in September.</p> <p>DS advised the board regarding the work completed to raise the search engine optimisation of the website. The website now shows up as 3rd in the listings rather than on page two.</p> <p>DS advised the board the Annual Bike to Work Day event had 68 employees take part.</p> <p>DS advised the board the Christmas carol concert is booked for Thursday 13th December 2018 between midday and 2pm. Pre School booked, County High School Leftwich Brass Band and Rotary Father Christmas all booked. Board agreed to fund a free food hamper for a raffle prize as an incentive for employees to attend the event.</p>	<p>Action Closed.</p> <p>DS to follow up project with booklets, maps and possibly mobile app.</p> <p>Action Closed</p> <p>Action Closed.</p> <p>Action DS to follow up with Tree Musketeers quote and repair.</p> <p>Action Closed.</p> <p>Action DS to follow up the enhancement of the website for the BID</p>
<p>BID Claim</p>	<p>DS went through the claim and no issues were raised.</p>	<p>Action for DS to meet with FJ to go through the claims on a quarterly basis.</p>

<p>Project's Update</p>	<p>Security Review</p> <p>DS advised the board that the security survey had been completed with 36 respondents. In summary they were happy with the level of service provided. However, some businesses would like extra CCTV and lighting and consideration for CCTV in the subway. The board agreed to keep the level of service for security as it was presently.</p> <p>DS advised the board he had obtained a quote for an additional camera at Dalby Court as this had been highlighted as a blind spot. The quote was for a new column and camera at a cost of £5,027.72 and a monthly service and maintenance fee of £80. DS advised that CWAC may consider 50/50 cost for the installation and purchase. The board agreed to fund the extra CCTV camera but DS to seek to get a 50/50 funding from CWAC first.</p> <p>Lighting on the business park</p> <p>DS advised the board that CWAC had now had their own quotes completed for the replacement 52 lights and refurbishment of the columns. The cost would be met 50/50 by CWAC. The board agreed to go ahead with the project at a cost of £11,709.24p plus the VAT.</p>	<p>Action Closed.</p> <p>DS to follow up with negotiating with CWAC the 50/50 cost for the project.</p> <p>DS to follow up project with Simon Dingle from CWAC</p>
<p>AOB</p>	<p>DS mentioned that he had enquired with highways regarding any planned consideration for footpaths on the business centre. At this time, they were not considering any enhancement works. The board discussed that the BID funds were at a healthy stage and they should consider investing in a footpath along from the roundabout towards the canal and also any remedial works on the footpath along the canal where the walking route is featured. This would be a positive safety enhancement particularly as it was where the day nursery is situated.</p> <p>The board mentioned the litter on the bypass. DS advised that community payback had completed a number of days on the bypass. Board requested Martin who works on the park on a Sunday spend one day a month on the bypass.</p> <p>The board mentioned the double yellow lines and had it supported the parking issues. WS advised that WVHT were still having problems with drivers parking on the entrances to businesses and it was requested that highways be approached to enquire if they would extend the yellow lines to encompass the entrances to businesses.</p> <p>DS advised the board regarding the subway project he wanted to consider working with the schools and Witton and Rudheath together project to have the subway along its entire length animated with murals. The board agreed this would be an enhancement to the subway and for DS to follow this up.</p> <p>JM advise that the subway regularly flooded and could I look at the pump for the subway which gets vandalised on a regular basis.</p> <p>DS mentioned to the board a Corporate Social Responsibility theme for the Park and JH stated there was a £2500 budget for this. The board was interested in progressing this strategically for all the businesses. WG stated WVHT had a team who manage this in the</p>	<p>Action DS to investigate costing for footpath along this route with Highways.</p> <p>Action DS to speak with Martin regarding litter picking on the bypass once a month.</p> <p>Action DS to follow up enquires with highways regarding the extension of the double yellow lines.</p> <p>Action DS to follow up costing for project and to follow up protection of the pump for the subway.</p> <p>Action DS to follow up enquires for a CSR project for the Park and in the first instance arrange a</p>



	<p>community and he would be agreeable for some networking on this project with WVHT staff. JM and MR also agreed their respective companies would consider supporting this theme.</p> <p>JS requested a google analytics report for the website at each board meeting</p> <p>JS asked if the signage could be reviewed at the Business Centre</p>	<p>meeting with WVHT staff.</p> <p>DS to request 24/7 to produce this report on a quarterly basis</p> <p>DS to review and present proposals a the next board meeting</p>
<p>Date of Next Meeting</p>	<p>The next board meeting would be arranged for a Friday in October 2018 and for DS to follow up with dates agreeable for the board and for MR to seek a date with Esther McVey to attend the board meeting.</p>	<p>Action MR to speak with Esther McVey secretary to seek a date for her attendance and DS to circulate date with board asap.</p>