



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 05/06/2019
Time: 12pm to 2pm
Location: Howardworth, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Paul Baker	Caffe Arabica
Greville Kelly(GK)	Groundwork CLM	Fran Johnson (FJ)	Howard Worth
Dave Snasdell (DS)	Groundwork CLM	Heidi Bennett (HB)	Fifield Glyn
Chris McLaughlin (CM)	MIS Ltd		

Apologies

Name	Company	Name	Company
Mike Bracegirdle (MB)	Butcher Barlow	Gareth Rigby	WVHT
Jo Mitten (JM)	Barclays	Jane Hough (JH)	Groundwork
Andy Hunt (AH)	THG		

		Actions
Approval of minutes from last meeting and actions	<p>At the start of the meeting a short presentation was given to the board by a representative from Micro Learn, Conrad Hammer regarding a training package for the BID businesses and employees.</p> <p>(MR) thanked Conrad for attending and a discussion took place regarding the training package being offered for £5000 for a year's licence. The board thought it worthwhile to invite businesses to the all party meeting to view the training package particularly HR and Training members of staff to ensure before a decision was made to purchase the package it would be used by the business community.</p> <p>DS invited Microlearn however then cancelled due to input by council officials would not give the all-party meeting sufficient time to have their input.</p> <p>Mike Roberts welcomed all to the meeting. Apologies were received from Jo Mitten, Mike Bracegirdle, Gareth Rigby and</p>	<p>DS to invite Micro Learn to the All party meeting on 17/07/19.</p>

Jane Hough. Andy Hunt from the THG did not attend and will be contacted by (DS).

(DS) went through the minutes of the last meeting and the actions update. The board agreed the minutes and all actions closed or additional actions tasked.

Below were the actions:

(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.

Response received on 23/04/19 advising the academy have been unsuccessful with the application the main reasons we were completing this project in curriculum time and the project was limited to two schools. This will be reviewed to re-apply considering out of curriculum time and inclusive of other groups e.g. Cubs, brownies etc.

Action to stay open for DS to follow up.

(DS) Advised the board the cost for the security radios for the four guards was £670. Discussion took place that would give added security to all on the Park.

(JD) Advised that THG had a guard at the Stables who worked nights 6pm to 6am and the board agreed to purchase a radio for them as well to link in with all the guards on the Park.

DS advised the board the radios had been purchased and in use action closed.

(DS) Advised the board that the fallen tree on the A556 had now been removed by Tree Musketeers.

Action closed.

(DS) Advised the board regarding the speed sign and hump sign renewal. Board agrees to have this completed.

DS advised the board the sign had been purchased and erected. Action closed.

DS to follow up with Rudheath Senior Academy to consider further application to Awards for All.

Discussion took place regarding the litter on Morrison's roundabout that it brought the image of the area down. (DS) advised he will look into community payback doing some litter picking, speaking to Morrison's about tidying up the area.

Community payback completed litter pick and Morrison's logistic manager contacted re maintenance of corner. Awaiting response if they own the land if they do they are willing to maintain the corner plot but would like a contribution from the BID.

Board discussed this matter and agreed they would not fund any work as it was not part of the BID area.

Grozone declined the offer to complete this work with volunteers due to much risk involved.

(MR) Discussed the fact that the BID levy may have to increase by 3 to 5 % to factor in over the term of the BID the increase in wages for the guards.

(JH) advised she would work some modelling around this area of business.

This work has been completed and advised to (MR) and (FJ) and details put into the BID Proposal. Action to be closed.

(FJ) Requested we get meter readings for the security cabin as these were only estimates she had been provided with for the claim and were £200 in credit.

Completed and forwarded to Electric provider. Action to be closed.

FJ) Mentioned the requirement to keep the rapid text service at a cost of £50 per month when it was not used. Board agreed to cancel this. (DS) advised that with other social media platforms it was not required anymore to pass messages on to businesses.

Contract cancelled. Action to be closed.

(DS) mention the complaint by John Fifield regarding the change in the BID signage. It was discussed that it was changed by the board a number of years ago and would be considered again for a refresh for BID3 and for John Fifield to be spoken to on what he views would be on the signage change.

Quote "It is wishy washy, no presence, no real impact, it needs stronger colours and be more distinctive."

DS to speak with Grozone to enquire would they give a quote for clearance if Morrison's would be willing to fund or have the work completed.

Board agreed there was no requirement to change the logo.

Action to be closed.

Business Park Managers Report

(DS) advised that no crimes had been reported since the last meeting.

(DS) Advised the board that the planning application for the CCTV tower on Dalby Court had been submitted and the 21-day notice had gone up on 24/05/19.

Image Enhancement

Tree Musketeers will be doing some further maintenance work up to the railway bridge on the A556 to keep the grass verges tidy and also a number of grass verges on Gadbrook Way and Rudheath Way.

Completed

The hanging baskets will be going up in the next two weeks.

Completed

(DS) Advised the board that CWAC had commissioned a photographer to take new photographs for communication moving forward and hopefully will be able to use them for the BID.

Completed

Business Communication

(DS) Advised the board that he had spoken with highways that morning and the only update for the Gadbrook junction improvements were that planning was still being developed and the commencement of the actual physical works may be slightly delayed. The project still needs to be completed by March 2020. The board requested that highways be invited to the all party meeting on 17/07/19 to update businesses.

Council attending to give numerous updates to the board and all party meeting.

(DS) Advised the board that he had visited all businesses and delivered the draft BID3 proposal document to all businesses but had not spoken with Willan Investments who own the HUB as Toby the contact was difficult to engage with. Heidi Bennett

DS to invite Highways to the all party meeting.

HB to contact Willan regarding BID3 vote.

offered to speak with him as Fifield Glyn were the agent for the HUB offices.

Willan contacted by DS and have voted on BID3

(DS) Advised the board that The BID levy costs for BID3 would increase which were agreed by Jane Hough, Mike Roberts and Fran Johnson which were included in the draft proposal plan. The plan has included a small increase from 2020 of 1% per annum, this has been driven by the feedback received through the draft business plan consultation – businesses were not keen on an increase, but we can clearly communicate that the increase is to support with NMW increases applied to the security services, which we know most businesses see this as the highest priority for the BID.

We have looked at alternative hours on the security contract. Alpha have supplied costs for the current service – which even with a 5% per annum increase on the levy couldn't sustain this level of investment, therefore the current service has become cost prohibitive.

They have supplied costs for a two guard service – one guard from 7pm -7am and then one guard from 10pm – 7am during the week and then one guard 24 hours over the weekend and then one guard from 10pm -7am. This service can be justified with a 1% annual increase, it will also demonstrate a small reduction in resource, but in discussions with businesses we can explain that the radio service which connects the security staff at Roberts, Barclays and The Hut Group, has allowed us to continue to provide a more costs effective BID service. This service has been included in the financial profile in the proposal document.

The 42-day notice of the ballot was released on Thursday 30th May and then ballot papers will be released on Thursday 13th June. The final day of the ballot is Thursday 11th July.

THG have now moved out of Hartford House and is vacant at present.

Discussion took place regarding the Gadbrook all party meeting and confirmed the date for Wednesday 17th July 2019 at

GK to extend the invite.

	<p>11:20am for the executive board meeting then 1pm for the all party meeting at Little Treats, Roberts Bakery.</p> <p>The board requested an invite be sent to Cllr Richard Beacham to give a short input to the businesses on his new role within the council.</p> <p>Cllr Beacham attending.</p>	
<p>BID Claim</p>	<p>(DS) went through the claim document and (MR) identified that the Forecast for Maintenance of the CCTV System for Q4 was showing a large increase £7087.50p and requested that this variance needed clarifying. He also requested to check that the BID was paying a similar price for the service with the Winsford BID.</p>	<p>DS to review claim for the Maintenance of the CCTV system Q4 and the comparative</p>

	<p>The increase was a clerical error based on last year's spend for an additional camera purchase to replace a broken one. The claim document has been amended.</p> <p>Winsford BID pay the same price as Gadbrook Park for ongoing maintenance and hosting.</p>	pricing for Winsford.
Project's Update	As per Business Park Managers report	
AOB	<p>(PB) Advised the board that he is in the process of selling Arabica Caffe and the sale should go ahead in the next couple of weeks. A couple with experience in the pub industry will be taking over the business. He advised that the new owners would be keen to join the board and support the BID.</p> <p>(MR) thanked Paul for his time on the park and his efforts on the board.</p> <p>(CM) Advised the board that his company was expanding and that himself and his brother had now taken over the company from his father.</p>	
Date of Next Meeting	<p>11:30am on Wednesday 17th July 2019 prior to the all party meeting at 1pm at Little Treats, Roberts Bakery.</p> <p>Meeting Concluded</p>	