



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 27<sup>th</sup> May 2020  
**Time:** 10:30am  
**Location:** Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Jo Mitten (JM)	Barclays Bank
Greville Kelly (GK)	Groundwork CLM	James Coleman (JC)	The Hut Group
Hugh Shields (HS)	Groundwork CLM	Richard Trout (RT)	Close Brothers
Chris McLaughlin (CM)	MIS Ltd	Dave Brooks (DB)	Turnkey
Mike Bracegirdle (MB)	Butcher Barlow solicitors	Stephanie Leese (SL)	Groundwork CLM
Jane Hough (JH)	Groundwork CLM	Gareth Rigby (GR)	WVHT

#### Apologies

Name	Company		
Fran Johnson (FJ)	Howard Worth		

		Actions
<b>Approval of minutes from AGM and actions</b>	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well. Handed over to JH for apologies. Apologies were received from Fran Johnson.</p> <p><b>Outstanding Actions:</b></p> <p>Waiting on update from Cllr Cooper on the entrance works. The works will go ahead – previously we were in lockdown so things may have stalled. After the meeting JH will speak to Cllr Cooper for an update. At the moment Highways are focusing on emergency works. JH has been reassured that works will go ahead.</p> <p>Accrual has gone ahead for the Alpha Omega costs for Q1. SL and HS have been working with Solutions 24-7 to update the Gadbrook Park Website. Training courses have been postponed. There are not many online training courses – often costs are high with £100 per delegate costs as opposed to per course cost. Microlearn has been pushed out to businesses.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	<p>JH to speak to Cllr Cooper on an update on the entrance works.</p>
<b>Project Update Report</b>	JH informed the board that BID levy invoices have gone out over the weekend. They usually go out in March but these have been delayed	

	<p>for as long as possible. Invoices have been sent out with payment towards the end of June. There is an opportunity to have conversations with businesses having financial difficulty about the levy being paid over a number of months.</p> <p>JH went through the Business Manager's report. HS had a report about a fire near Orchard Marina – there were concerns over the placement of Butane tanks. Feedback from fire service was that everything was in order and it was a commercial developer working on site. Fire Service had to be notified every time they were lighting a fire.</p> <p>There have been no further reports of people breaking social distancing rules on the park. Bringing the PCSO down appeared to have worked.</p> <p>Report of members of staff outside a building smoking cannabis. Alpha Omega investigated and this has been reported to the owners of the business.</p> <p>24/7 security on bank holidays. Next week there is an online zoom meeting with Alpha Omega Security to review the contract. JH reported that they are delivering a very good service. HS has been introducing more controls and accountability around the contract.</p> <p>HS is attending an online meeting of industrial BIDs across the country.</p> <p>HS put out information surrounding a discretionary fund from CWAC. Looking at businesses who are very small with no rateable value and are in financial difficulty. HS has sent a link to all businesses on the park to make an application if they think they are eligible. 2 week timeline to apply. No questions on project update.</p>	
<p><b>Approval – CCTV Investment</b></p>	<p>JH has sent a quote for additional CCTV on the site as a camera went down at the entrance of the park. Turnaround time on cameras is a long time. It was agreed to move a camera from the park to the entrance as the board did not want to leave that area exposed. JH informed the board that Gary Chester has been commissioned to look at the CCTV projects on the Mid Cheshire BID projects run by Groundwork. Gary was involved in installing the CCTV project at Winsford. DS reported concerns around OneTek. JH has reported that the customer service from OneTek has changed and has been proactive and supportive. The solution is to replace the camera that went down and move the camera back to its original location. It is nearly the same cost to repair a camera as to buy a new one. Quote is to install both cameras – £7.5k. JH asked if there were any questions</p>	<p>JH to invite GC to the next meeting.</p>



	<p>about the proposal. CM had some questions about the high cost. JH will invite Gary Chester to the next board meeting to explain how this solution was reached. There is a license fee – it was uncertain as to whether this was an annual fee or a one off cost.</p>	<p>JH to investigate the license fee to see if it is annual.</p>
<p><b>AOB and Date of next meeting</b></p>	<p>There was no AOB or further questions.</p> <p>Microlearn to be pushed out and offer a tutorial for anyone that needs it. JH asked if it was needed to meet again in a months time. It was agreed to hold an Executive Board meeting from 11am-12pm on 1st July then an all park meeting from 12:30pm – 1:30pm.</p>	<p>SL/HS to email out about Microlean and offer assistance where required.</p> <p>JH to send Zoom diary invites for All Park Meeting and Exec Board meeting.</p>