



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** 09/10/2019  
**Time:** 12pm to 2pm  
**Location:** Butcher Barlow, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Jo Mitten (JM)	Barclays Bank
Jane Hough (JH)	Groundwork CLM	Fran Johnson (FJ)	Howard Worth
Dave Snasdell (DS)	Groundwork CLM	Heidi Bennett (HB)	Fifield Glyn
	MIS Ltd	Gareth Rigby (GR)	WVHT
Chris McLaughlin (CM)			
Mike Bracegirdle (MB)	Butcher Barlow solicitors		

#### Apologies

Name	Company		
Andy Hunt (AH)	THG		
Greville Kelly(GK)	Groundwork		

		Actions
<b>Approval of minutes from last meeting and actions</b>	<p>Mike Roberts welcomed all to the meeting. Apologies were received from Greville Kelly but none from Andy Hunt. A brief discussion took place regarding Andy Hunt and concerns since his appointment to the board to replace John Dawson from the The Hut Group he had not attended 3 board meetings. A decision was made to write to him to see what his intention were to be on the board as we had four other individuals who wished to come onto the board.</p> <p>(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.</p> <p>The action regarding the land at Morrison's roundabout although the land was believed to be owned by highways England the local highways have advised it belongs to Morrison's and the board requested we write to Morrison's head office to see if they would maintain this area.</p>	<p>DS to pen a letter on behalf of MR to AH.</p> <p>JH to contact Morrison's head office.</p>

	<p>DS advised the board that the council had refused to allow the BID to purchase benches for the Dalby Court area. Discussion took place regarding a number of council departments not understanding the BID concept in supporting both the council and businesses.</p> <p>JH explained that Iain Paton from the council was looking to put a 12-month plan together so that the council were aware of the BID intentions and could try and support them through the advanced period with the projects.</p> <p>A discussion was had regarding an annual BID meeting where all BID boards came together to engage in good practice and additional connection with the LEP.</p> <p>DS to report on all the challenges he has had with the council regarding getting work completed on the business park to support the businesses.</p> <p><b>DS went through Park Managers Update</b></p> <p>Advised that the planning for the additional security camera was approved on 04/10/19 and although the board had already agreed to fund this work Groundwork were having issues with the security contractor Onetek and would like to review the contract due to poor service. As a result, it may be worthwhile holding off from this work until this was resolved as it may be that a new contractor is appointed for BID 3. DS advised he had obtained a quote to replace the CCTV and ANPR and the cameras would be different than the ones we currently have installed.</p> <p>Board agreed to hold off this work and for Groundwork to look at the current contract with Onetek, what the legal obligation is for the board with the current contract and obtain estimates for CCTV. DS to arrange a meeting with Onetek and invite a board member to the meeting.</p> <p>Discussion took place regarding the revised contract with Alpha Omega at a reduced service due to financial constraints of BID 3. The board were agreeable to go with Alpha Omega's recommendations to have two guards start at 10pm and one finish at 4am. To conduct 3 shorter patrols throughout the shift.</p>	<p>JH to look at a meeting of all BID areas of Cheshire.</p> <p>DS to speak with the LEP to see they will attend the next meeting to give an update on current developments.</p> <p>DS to document all challenges he has faced with the council regarding supporting businesses.</p> <p>DS to arrange meeting with Onetek regarding poor service.</p>
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	<p>To have a laptop installed in the security hut for the guards but this would be again dependant on the outcome of the Onetek contract review.</p> <p>The contract with Alpha Omega also should be reviewed for BID3 and should be for 5 years with a break out clause. JH to review this contract.</p> <p>DS advised the board a number of businesses attended the microlearn presentation and they were in favour of the training package being offered.</p> <p>The board agreed to purchase this for a year's licence and review after the year.</p> <p>DS advised the board that 4 businesses had come forward to come onto the board for the vacant position. It was agreed that this should be voted on at the next AGM which would be in January.</p> <p>It was agreed to hold a finance meeting a week before the AGM and for Groundwork to have the completed accounts done for this date. Agreed for the meeting to be at midday on Wednesday 11<sup>th</sup> December 2019.</p> <p>Discussed date for the AGM either 22<sup>nd</sup> or 23<sup>rd</sup> January 2020. Gareth Rigby unavailable for 22<sup>nd</sup>. Date to be circulated by DS.</p>	<p>JH to review Alpha Omega contract and advise of agreed new shifts.</p> <p>DS to roll out the Microlearn training package.</p> <p>DS to advise the 4 businesses of the process for the AGM in January.</p>
<p><b>BID Claim</b></p>	<p>DS went through the claims document and a figure was pointed out to be incorrect in the budget for the total for the year was showing £381,814. This appeared to high and would be checked by DS.</p> <p>Year end was showing £50764 but Fran Johnson advised this was likely to be higher at year end of possibly £77,000.</p> <p>The board would like the budget for year one details for the next meeting and this was actioned to Jane Hough to complete.</p>	<p>DS to check claims figures.</p> <p>JH to have budget for year one details for the next meeting</p>

	<p>It was mentioned that no money had been spent on CSR this past year and the board should consider this earlier for the next year to support local events or groups.</p>	
<p><b>Project's Update</b></p>	<p>As per BID Managers Report</p>	
<p><b>AOB</b></p>	<p>DS advised the board that Roberts Bakery had organised breast cancer awareness day event on Friday 18<sup>th</sup> October and had the pink BooBe bus attending. this had been advertised throughout the Park and we had donated £100 for the best dressed person in pink to go to their nominated charity.</p> <p>DS mentioned that no update had been given of the date of the junction improvement scheme but would circulate as soon as he had notification.</p> <p>Date of next meeting Wednesday 11<sup>th</sup> December 2019 at Barclays Bank.</p> <p>AGM date either 22<sup>nd</sup> or 23<sup>rd</sup> January TBC.</p>	<p>DS to circulate date of the junction improvement start date.</p>