

# Gadbrook Park BID

## Minutes

### Gadbrook Park BID Executive Board Meeting

Date: 9<sup>th</sup> December 2009  
 Location: Howard Worth, Drake House, Gadbrook Park  
 Time: 12.00 – 14.00

Present:

Name	Company	Name	Company
John Fifield	Osborne House	Mike Kelly	Groundwork Cheshire
Julie Whalley	Howard Worth	Sarah Sandiford	MISCS
Greville Kelly	Groundwork Cheshire	Jo Mitton	Barclays
Leigh Wilson	Groundwork Cheshire	Victoria Fifield	Fifield Glyn
Mike Roberts	Frank Roberts	Stephen Hall	H&M

Agenda Item	Minutes	Actions
Welcome and Introductions	Apologies from Iain Paton, Tim Bessant and Stewart McLaughlin.	
Business Park Managers Report	<p>Mike Kelly delivered his Business Park Managers report. Mike suggested that rather than go through the report line-by-line he would present the "Headline" items.</p> <p>To date 27 companies had been visited by Mike and 23 of those had signed up to our free Green Intelligence service. Mike suggested that when the second security guard was appointed that he start at 2pm so that he could take him around the park and introduce him to the companies.</p> <p>John Fifield asked Mike how many hours he'd spent on the Park to which Mike replied that he'd been present every day for various amounts of time.</p>	
Review of the Constitution	All present took a few minutes to read through the latest draft of the constitution. All agreed to the changes that had already been made and several more were suggested.	LW to make the amendments detailed and email back to the Executive Board.

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	<p>Mike Roberts suggested adding that no members should be required to stand for re-election more than once for the 5 year project.</p> <p>John Fifield stated that the clause detailing mediation needed amending because mediation is not legally binding.</p> <p>John Fifield stated that there needed to be an entry mentioning the vice-chair to reflect the SLA.</p> <p>All agreed that the £5000 expenditure limit on the executive board should be increased to £10000.</p> <p>Mike Roberts suggested that the Executive Board meetings should take place quarterly to allow review of the quarterly accounts.</p>	
<p>Review of the Service Level Agreement</p>	<p>Amendments for the SLA included:</p> <p>John Fifield suggested adding the AGM to clause 5.4.</p> <p>John Fifield also suggested that section 6.0 detailing the responsibilities of Cheshire West and Chester council needed a clause stating that they would act in a timely and efficient manner.</p>	<p>LW to make the amendments detailed and email back to the Executive Board.</p>
<p>Review of Security Service Proposals</p>	<p>Now that the Constitution and SLA have been agreed pending the amendments above, all present stated that we should get the extra security guard in place as soon as possible.</p>	<p>LW to contact EB security, formerly Resmar to instigate security.</p>
<p>Security Rebate</p>	<p>Leigh Wilson informed everyone that MIS had supplied Groundwork with details of the amounts that the companies had already paid for the security arrangements on the business centre that the BID had been developed to provide, and for which companies had already funded individually. Greville Kelly stated that with this information it had been ascertained that we could now offer a 100% rebate to all the companies concerned against the actual costs incurred in providing this specific service that the BID would provide.</p> <p>It was agreed that the Rebate scheme be offered to companies on the Business Centre for the period 1<sup>st</sup> November – 31<sup>st</sup> January.</p>	<p>LW to progress with Business Centre rebates against the cost companies have paid through to January 31<sup>st</sup> 2010.</p>

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<p>Any Other Business</p>	<p><b><u>Cheshire Carers Centre</u></b></p> <p>Mike Kelly noted that the Cheshire Carers centre located on the business park had questioned whether or not they were eligible to pay the levy as they were a charity and, as such, were non-rateable. The consensus opinion was that they would still be receiving the benefits of the BID and should therefore still contribute. GK reported that these arrangements have also been documented within the BID proposal document.</p> <p><b><u>Parking</u></b></p> <p>Mike Kelly suggested getting cards printed to place on cars that are parked on the double yellow lines to discourage the vehicle owners.</p> <p><b><u>Cycle Path</u></b></p> <p>Stephen Hall raised concerns over the cycle path and the need to cross the road at a dangerous point to gain entry to the park. John Fifield proposed commissioning a private highways consultant to compile a report on all the issues surrounding ingress/egress to present to Richard Flood in the Cheshire West and Chester Highways department.</p> <p><b><u>Thematic Groups</u></b></p> <p>John Fifield suggested setting up thematic groups based around the four themes of the BID. Jo Mitton suggested that when people reply with approval of Constitution and SLA that they mention what thematic group they may be interested in.</p>	<p>MK to inform them that they are to pay levy.</p> <p>MK to action production of printed cards for distribution.</p> <p>JF to contact private consultants to obtain a fee quote.</p> <p>LW to ask for nominees in conjunction with the issuing of the minutes.</p>
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If there are any questions about any of the above then please don't hesitate to contact the Principal Project Manager Leigh Wilson by telephone on 01606 723175 or by email at [leigh.wilson@groundwork.org.uk](mailto:leigh.wilson@groundwork.org.uk).

Thank you to Howard Worth for providing the room and refreshments for the meeting.

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