

Gadbrook Park BID

Minutes

Gadbrook Park BID Executive Board Meeting

Date: 26th January 2010
 Location: Frank Roberts and sons, Board room, Gadbrook Park
 Time: 12.00 – 14.00

Present:

Name	Company	Name	Company
John Fifield	Osborne House	Mike Kelly	Groundwork Cheshire
Julie Whalley	Howard Worth	Stewart McLaughlin	MISCS
Greville Kelly	Groundwork Cheshire	Tim Bessant	Barclays
Leigh Wilson	Groundwork Cheshire	Victoria Fifield	Fifield Glyn
Mike Roberts	Frank Roberts	Iain Paton	CWaC

Agenda Item	Minutes	Actions
Welcome and Introductions	Apologies from Stephen Hall.	
Approval of last meeting minutes	All agreed as OK.	
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>Mike talked about the second security guard and the subsequent change in management of the security company. After an initial good impression Mike has raised some concerns to EB Security surrounding the perceived inactivity of the second guard. Mike suggested several "sign off" points around the business park to better illustrate the guards patrols.</p> <p>Mike also mentioned that he had had an email from a business on Gadbrook Park highlighting the fact that on a recent credit</p>	

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	<p>check EB Security had a very poor credit rating. Mike had forwarded this onto the EB Security management and they had responded explaining that it was due to a late posting of accounts to companies house because of the double heart attack suffered by the MD.</p> <p>Mike informed the Executive Board that he had issued 30 Parking notices to vehicles parked on double yellow lines around the business park. Mike did go on to say that he thought that it had little or no effect as there was no perceptible improvement. While conducting this activity Mike happened across a Police patrol car and discussed the issue of parking with the officers who signposted him to contacts within the Police that could assist in dealing with the issues faced.</p> <p>Stewart McLaughlin commented on the amount of emails circulated by Mike. It was suggested that instead of emails news could be communicated via bulletins and the Gadbrook Park website.</p>	
Review of the Constitution	There were several minor changes highlighted by John Fifield, but the major change would be in the inclusion of a legally binding dispute resolution clause.	LW to make amendments and pass across to JF once the SLA had been approved by CWaC.
Review of the Service Level Agreement	All approved the SLA apart from Iain Paton who confirmed that the CWaC legal department was currently reviewing the document and that he would inform Leigh Wilson once they had arrived at a decision.	LW to pass onto JF once the SLA had been approved by CWaC
Project Update	<p>Leigh Wilson gave a brief project update based around the main themes of the BID:</p> <p>Theme One</p> <p>Security – Leigh informed the Board that the contract that MIS had in place with Resmar was drawing to a close at the end of January 2010 and that the BID would be picking up the bill for both guards between February until the end of March 2010. We will be inviting companies to tender for the full contract that will run from April 2010 and the tender process will begin w/c 1st February 2010.</p> <p>Business Watch – Leigh stated that this activity would be headed up by the thematic group leader to be elected from the board. Leigh informed the Board that he had met with Dave Owens who was the Crime Reduction Advisor for Cheshire Police to discuss requirements for setting up the meetings. To be discussed with the Thematic group lead.</p>	<p>LW to draw up invitation to tender documentation and present to Executive Board for approval</p> <p>LW to speak with VF about Business Watch meetings</p>

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Theme Two

Improvement of access and egress – John Fifield has contacted WSP development and transportation and obtained a quote for a private report into possible improvements to the business parks access and egress issues. The Executive Board agreed that this is to be progressed.

Car Sharing Website – Leigh Wilson stated that he was expecting a quote for the car sharing website on 26th January 2010.

Trial Bus Service – It was agreed that the trial bus service should begin in the next month with the first steps being contacting prospective companies to discuss the service. Victoria Fifield stated that she had had some preliminary discussions with Whitegate Travel. Leigh Wilson agreed to speak outside of the meeting to obtain details.

Theme Three

Improved Landscape and Signage – Greville Kelly notified the Executive Board that he has been speaking to Sue Griffiths, a landscape architect that is working for Groundwork on a contract basis, to check availability to conduct a survey of Gadbrook Park. John Fifield requested a quote of the fee involved before any work took place.

Leigh Wilson has discussed the image enhancements with Richard Flood from the Highways Agency. Richard has provided a list of contacts for various departments such as Streetscene, lighting and signage to help progress the image enhancements required.

Theme Four

Business Park Manager – See Business Park Managers report.

Gadbrook Park Website – It was agreed that this would be the correct medium for distributing the Business Park news as opposed to emails (as referenced earlier by Stewart McLaughlin). Victoria Fifield had provided Groundwork with an estimate of the yearly running costs and agreed to talk to Leigh Wilson outside of the meeting about the ongoing requirements.

Stewart McLaughlin suggested using a contact management software package to make the update of the website easier

LW to progress with WSP.

LW to speak to VF about Whitegate travel.

GK to forward quote from Sue Griffiths to the Executive Board

LW to contact relevant local authority representative to discuss site audits

LW to speak to VF about the website admin

VF to meet with SM to go through content management

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	<p>and offered Victoria the opportunity to visit the MIS offices so he could demonstrate how it currently works with their website.</p> <p>E-bulletin – It was agreed that there was no requirement for the e-bulletin as all communication of Gadbrook Park related news items should be through the Gadbrook Park Website.</p>	system
Security Rebate	<p>Leigh Wilson informed everyone the rebate letters had been issued to the companies identified by MIS that had paid the security up to the end of January 2010. Around a third had responded with payment arrangements and this can be concluded once CWaC report back confirming the companies in question have paid the BID levy.</p>	LW to pursue with CWaC.
Nominations for Thematic Groups	<p>To date only one set of nominations had been received by Leigh Wilson. Leigh listed these to poll opinion:</p> <p>Transport – Tim Bessant Greener and Cleaner Business Park – Stephen Hall Integrated Business Community – Victoria Fifield Security – Stewart McLaughlin Treasurer – Julie Whalley Deputy Chair – Mike Roberts Chair – John Fifield</p> <p>All agreed with the above nominations although Stewart McLaughlin said that it would be highly likely that he would step down from the Executive board within the year.</p>	
Any Other Business	<p>Date of next meeting – See below</p> <p>It was agreed that we would have an interim meeting that would allow us to schedule quarterly meetings moving forward. John Fifield that the quarterly accounts should be forwarded to Julie Whalley in advance of each meeting.</p>	

The next meeting will take place on Wednesday 24th February 2010 at Howard Worth.

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.

Thank you to Frank Roberts and Sons for providing the room and refreshments for the meeting.

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