

Gadbrook Park BID

Minutes

Gadbrook Park BID Executive Board Meeting

Date: 24th February 2010
 Location: Howard Worth, 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	Stephen Hall	H & M

Agenda Item	Minutes	Actions
Welcome and Introductions	Apologies from Iain Paton.	
Approval of last meeting minutes	All agreed as OK.	
Project Update	<p>Leigh Wilson gave a brief project update based around the main themes of the BID:</p> <p>Security</p> <p>The invitation to tender document has been prepared and is to be distributed to a shortlist of Security companies.</p> <p>John Fifield suggested that Groundwork handle the "detail" of the SLA for the security contract.</p> <p>Business Watch</p> <p>Meeting arranged for the 25th February between Leigh Wilson and Victoria Fifield to go through actions required to get this setup.</p>	<p>LW to forward the NSG SLA to SM as lead on the Security thematic group.</p>

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	<p>Car Share Website</p> <p>Quote received and informed that could be implemented before the end of March. JF suggested that we run it as a 12 month pilot. The Executive agreed to fund a 12month trial of the lift share website.</p> <p>Bus Trial</p> <p>Meeting arranged for the 25th February between Leigh Wilson and Victoria Fifield to go through information compiled to date.</p> <p>Traffic Consultation</p> <p>WSP has now begun the study into the traffic issues on the Business park (See email printout).</p> <p>The Executive Board agreed that Groundwork should allow WSP to purchase the traffic survey from the council, on the basis that it is verified as relevant data i.e. not taken at half term etc.</p> <p>All agreed that we should wait until we see the report due 26th February to decide whether further money should be spent on digital OS mapping.</p> <p>Image Enhancement</p> <p>Susan Griffiths has attended the site and provided a quote for projected works. The Executive Board reviewed this quote and agreed to accepting the fee proposal.</p> <p>A meeting has been scheduled for the 19th March between Highways, Streetscene and Groundwork to progress the various issues surrounding baselines, image enhancement and traffic.</p> <p>Gadbrook Park Website</p> <p>A meeting has been arranged for 25th February between Leigh Wilson and Victoria Fifield to discuss the ongoing update and maintenance of the Gadbrook Park website</p>	<p>LW to contact liftshare to request some relevant stats/references about successes of the scheme on other business parks and to place an order for a 12 month pilot option.</p> <p>LW to contact WSP to verify validity of traffic survey data and potentially purchase if deemed reliable.</p> <p>Leigh Wilson to place an order for the Landscape Design master plan.</p>
<p>Business Park Managers Report</p>	<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>	

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	<p>Mike informed the executive of his activities surrounding the issuing of parking tickets around the Business Park. Mike has issued a further 20 Final Warning tickets since the last meeting and suggested that the next course of action be involve the police directly.</p> <p>Stephen Hall asked if there was any intention of introducing a recycling collection for the large amount of cardboard waste that is currently being thrown into the bins on the Business Centre. Stewart McLaughlin offered to forward the contact details for a reasonably priced waste collection service to Mike Kelly.</p>	<p>Stewart McLaughlin to forward to Mike Kelly and Leigh Wilson information/contact details about his waste contractor</p>
Review of the Constitution	<p>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.</p>	<p>JF to draft amendments and return to LW.</p>
Review of the Service Level Agreement	<p>Still awaiting the feedback from CWaC legal department.</p>	<p>LW to chase IP.</p>
Security Contract	<p>Leigh Wilson passed the Invitation to Tender document around for the security contract.</p> <p>Leigh agreed to forward the detailed SLA document across to Stewart McLaughlin as head of the thematic group for security.</p>	<p>LW to forward SLA document from NSG across to SM and then issue the ITT document to a selection of security companies.</p> <p>LW to insert into SLA a requirement for the guards to only allow authorised people onto the Business Centre.</p> <p>LW to contact estates at CWaC and confirm arrangements for use of the security hut, and obtain information on the heating/electricity costs and the liabilities for these.</p>
Security Rebate	<p>Leigh Wilson informed the Board that Cheshire West and Chester Council had now issued Groundwork details of the companies situated on the business centre that had not paid the BID levy.</p> <p>The Executive Board agreed that all companies on the Business Centre should receive a rebate.</p>	<p>LW to progress the payment of the rebates to all companies on the Business Centre.</p>

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Any Other Business

Date of next meeting – See below

LW to produce a schedule of dates for future meetings for the Gadbrook Park Executive and the main group.

The next meeting will take place on Wednesday 26th May 2010 at Frank Roberts and Sons.

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 Howard Worth for providing the room and refreshments for the meeting.

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