

# Gadbrook Park BID

## Minutes

### Gadbrook Park BID Group Meeting

Date: 6<sup>th</sup> November 2009  
 Location: Weaver Room, Pastry Case, Gadbrook Park  
 Time: 12.00 – 13.30

Present:

Name	Company	Name	Company
Dan Hardy	Barclays	Mike Roberts	Frank Roberts
Stewart McLaughlin	MIS	Martin Martlew	Frank Roberts
Sarah Sandiford	MIS	Iain Paton	CWAC
Jennifer McLaughlan	BBRCE	Greville Kelly	Groundwork Cheshire
John Fifield	Fifield Glyn	Leigh Wilson	Groundwork Cheshire
Victoria Fifield	Fifield Glyn		
Diane Foster	Long O'Donell		
Clive Richards	Willan Property		
Clare Young	The Hut Group		
Julie Whalley	Howard Worth		
Stephen Hall	H + M		
Mark Litton	Ingenico UK Ltd		
Joyce Johnson	WVHT		
Anthony Waters	KBC		
Margaret Reeves	Timberwise UK Ltd		
Jo Mitton	Barclays		
Peter Gomes	Swift		

Agenda Item	Minutes	Actions
Welcome and Introductions – John Fifield	<p>John Fifield welcomed businesses to the meeting and handed over to Greville Kelly. Greville Kelly then invited everyone to formally introduce themselves around the table. Greville then went on to discuss the Agenda Items.</p> <p>Stewart McLaughlin of MIS highlighted the need to address the traffic congestion problems as a priority.</p>	
Project Plan and Overview	Leigh Wilson pointed everyone towards the two Project Plan handouts and then discussed, in more detail, first the five year overview plan and then the year one Gantt chart.	

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	<p>Greville elaborated on the subject of Business Audits, explaining that it was a continuous process throughout the year conducted by Mike Kelly.</p>	
<p>Approval of Constitution</p>	<p>Greville Kelly asked everyone to look at the draft constitution that had been handed out. Stewart McLaughlin stressed that the key objectives should include some definitive wording surrounding the congestion problem as this was the primary issue for many of the Businesses on Gadbrook Park voting yes to the BID. He also believed that the performance reporting for the BID should reflect this and include targeted reporting detailing how effective the congestion measures have been.</p> <p>John Fifield asked when the Levy would be due and the payment terms involved. Greville Kelly explained that the first bill will be issued on the 16<sup>th</sup> November to cover the period up to March and then they will be issued annually in line with the local authority financial year. Stewart asked whether the facility to pay by instalments would be available and Greville confirmed that it would be.</p> <p>John stated that, while he was delighted that Groundwork were working on the BID, they shouldn't be referred to as partners in the constitution (paragraph 10.2, section iii). Greville confirmed that this would be amended.</p> <p>Mike Roberts asked where the BID monies would be held. Greville explained that they were held in a BID bank account and would accrue interest that would augment the BID funds. He then went on to say that money would be transferred to Groundwork's operating account as and when required.</p> <p>Mike Roberts asked about the need for an independent arbitration body and Stewart McLaughlin stated that he had details of one that he had used previously and that he would pass them on.</p> <p>Mike Roberts also questioned the need for yearly elections and suggested that only two people would step down each year to encourage continuity.</p>	
<p>Review Service Level Agreement</p>	<p>Greville Kelly explained that the Service Level Agreement was in its draft format and that everyone needed to review it and make suggestions for inclusion or removal of items.</p> <p>John Fifield suggested the inclusion of the Cheshire West and Chester council baseline agreements to enable the Gadbrook Park Bid group to measure performance.</p> <p>Mike Roberts asked how the local authority is to be engaged</p>	

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	<p>and Greville Kelly pointed out that Iain Paton would be attending the group and AGM meetings and that the engagement process could be facilitated through him.</p> <p>Greville Kelly suggested a follow up meeting in two weeks to allow people to offer suggestions for inclusion in the Constitution and SLA. All agreed that the meeting will take place on November 20<sup>th</sup>, exact time and place to be confirmed by Leigh Wilson.</p>	
<p>Review of Security Service Proposals</p>	<p>Stewart McLaughlin started by saying what an excellent service Resmar had provided over the years. This was echoed by several parties around the table.</p> <p>It was agreed that, owing to the majority of businesses in the Business Centre already being paid up, MIS would maintain the Resmar security contract until the end of January 2010 at which point Groundwork would oversee the security service for the whole of the Business Park. In the interim a short term contract would be offered to Resmar to provide the security for all the businesses that weren't situated in the Business Centre. At the end of January 2010 a rebate service would be offered to the aforementioned companies in the Business Centre that will have paid twice.</p>	
<p>Election of Executive Board</p>	<p>A vote was taken and the Executive Board consisting of Tim Bessant, John Fifield, Victoria Fifield, Stewart McLaughlin, Mike Roberts, Julie Whalley and Stephen Hall was approved.</p>	
<p>Any Other Business</p>	<p><u>Traffic Congestion</u> – This was covered earlier in the meeting. Stewart McLaughlin stressed the importance of this and John Fifield suggested a thematic group be set up with Stewart McLaughlin heading it up.</p>	

Could I please ask that all suggested amendments to the constitution and service level agreement are returned by 20<sup>th</sup> November 2009?

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).

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