

Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: 5th July 2016
Time: 12 noon – 2:00 pm
Location: The Little Treats Company, Roberts Bakery.

Name	Company	Name	Company
Mike Roberts (Chair) (MR)	Roberts Bakery	John Dawson (JD)	The Hut Group
Mike Bracegirdle (MB)	Butcher & Barlow	Louise Ashley (LA)	Groundwork
Jane Hough (JH)	Groundwork	Paul Baker (PB)	Caffe Arabica
Jo Mitton (JM)	Barclays	Chris McLaughlin (CM)	H&M Disinfection
Stephen Hall (SH)			

Apologies

Name	Company	Name	Company
Stephen Grayson (SG)	Howard Worth		

		Actions
Approval of minutes from last meeting and actions	<p>Mike Roberts welcomed all to the meeting and apologies were received from Stephen Grayson.</p> <p>JH covered all the actions from the last meeting.</p> <p>Approval of the minutes from the last meeting were received as a true and accurate record.</p>	
BID Claim	<p>JH ran through the BID Claim with the Board. Financially the Gadbrook Park BID is in a strong position and there are no cash flow issues.</p> <p>We have had some additional costs for security due to electrical work and a door needing to be fixed at the Security Hut.</p> <p>Mike has suggested the bottom line is divided to make it clear how much income has been carried forward and what income is available in the budget for the current year.</p>	
Business Parks Manager Report	<p>Attached is a copy of the Business Parks Manager report.</p> <p>Collated comments from businesses which have been forwarded to Ian Lovatt at CWAC regarding the proposed TRO to put double yellow lines on the Business Centre. Discussion to be held at the proceeding Group BID Meeting.</p> <p>Jane and I met with Ian Lovatt, Mike Roberts to monitor the traffic flow leaving the Park in the evening. Proposals to trial a one way system and implement a traffic yellow box to be discussed at the BID Group meeting.</p>	

<p>Projects Update</p>	<p>A number of individuals have requested CCTV images for damage done to their vehicles ie. Damaged wing mirrors, scrapes etc. Due to the amount of admin time it take to process the requests, costs for retrieving images and police time spent it was decided that businesses are to make requests to the Police in the first instance. If the Police deem it necessary to request CCTV images then the BID will administer this.</p> <p>The SLA is yet to be finalised. We are waiting for OneTek to forward their comments. No further payments are to be made until this is resolved as Alpha Omega are still experiencing a lag on the system which is in the process of being resolved.</p> <p>Paul Baker informed the Board that a local builder could turn the land next to Café Arabica into a temporary car park at approx. £40,000. It was agreed that Mike Roberts and Louise would talk to Fifield Glyn regarding this.</p> <p>2 tenders for a new look website have been received. Paul Baker and Chris McLaughlin will look through these with Jane Hough in order to make a decision on the work.</p> <p>Groundwork Land Team have completed some small landscaping projects on the park. They have cut and litter picked the verges on the A556, cleared the roundabout at the business centre and are due to complete the pond area this week. A maintenance contract needs to be reviewed and contractors appointed. John Dawson will forward Jane Hough the details of his contractor.</p>	<p>LA to email businesses to explain the new CCTV data request</p> <p>LA/JH to liaise with OneTek and the solicitors to finalise the SLA.</p> <p>MR & LA to contact Fifield Glyn re: land for a car park.</p> <p>JH to schedule a meeting with PB and CM.</p> <p>LA/JH to put into a place a Landscape Maintenance Contract</p>
<p>Any Other Business</p>	<p>The Policy for which flags to display on the Park are just for Country Flags.</p> <p>Stephen Hall from H&M Disinfection has resigned from the Board due to other work commitments. Stephen has been a great ambassador for the BID and Mike Roberts thanked him on behalf of the Executive Board for all his time and contributions he has given as a Gadbrook Park BID Board Member.</p>	

Date and location of next meetings:

Executive Board Meeting: Tuesday 4th October 2016 – Venue TBC