



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** 16<sup>th</sup> June 2017  
**Time:** 12 noon – 1pm  
**Location:** The Little Treats Company, Gadbrook Park

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Jason Stevens (JS)	Career Vision
Jo Mitton (JM)	Barclays Bank	John Dawson (JD)	The Hut Group
Chris McLaughlin (CM)	MIS	Perran Baragwanath (PB)	CWAC
Zoe Patton	Butcher & Barlow	Rebecca Jepson	Butcher & Barlow

#### Apologies

Name	Company	Name	Company
Linda Colburn (LC)	WVHT	Fran Johnson (FJ)	Howard Worth
Paul Baker (PB)	Caffe Arabica		

		Actions
<b>Approval of minutes from last meeting and actions</b>	<p>Mike Roberts welcomed all to the meeting, Zoe and Rebecca were in attendance for Mike Bracegirdle. Apologies were received from Linda Colburn, Paul Baker and Fran Johnson.</p> <p>JH/LA covered all the actions from the last meeting.</p> <p>FJ &amp; JH are meeting on 22<sup>nd</sup> June 2017 to run through the BID finances.</p> <p>JH asked if the Board would like her to send a detailed invoice of costs incurred for additional project management time. It was agreed that JH would keep a log of time on a monthly basis going forward.</p> <p>Drone footage was given to LA on disc.</p> <p>Approval of the minutes from the last meeting were received as a true and accurate record.</p> <p>JD informed the Board that Meridian House is due to start a refurbishment imminently. This will have an effect on parking on the park for employees. JH also advised that THG are investigating the possibility of a shuttle bus service for their employees from a local piece of land near to Gadbrook Park in order to alleviate the issues with car parking.</p> <p>MR advised that discussions are ongoing with regards to a temporary car park for THG on Roberts Bakery land. A planning application would need to be submitted to CWAC once discussions have been finalised and JH will submit a BID letter of support to the Council. PB offered a pre application meeting with Roberts Bakery to assist with the process.</p>	<p>JH &amp; FJ meeting on 22<sup>nd</sup> June 2017.</p> <p>JH to track project management time.</p> <p>LA to forward drone footage to the Board.</p> <p>JH to submit a letter of support to CWAC.</p>

<p><b>BID Claim</b></p>	<p>JH ran through the BID Finances with the Board for the financial year Nov 16 – Apr 17. The BID are operating within budget. No payment issues have been reported by CWAC for the BID Levy and the accounts are showing a healthy surplus.</p> <p>Concerns were raised about litter on the Estate and if the roads could be swept more frequently. LA to contact CWAC.</p> <p>Information needs to be obtained with regards to gritting the Park in the Winter.</p>	<p>LA to contact StreetScene</p> <p>LA to obtain information re: gritting roads</p>
<p><b>Feasibility Study – Shuttle Bus Service</b></p>	<p>JH and LA met with Cheshire Community Development Trust to discuss the possibility of providing a Shuttle Bus Service from Northwich Train Station. A short survey was sent to all businesses. 46% of respondents stated that they would use a service out of which, 44% said they would use it every day.</p> <p>CCDT reviewed the options for running a short trial based solution to the ongoing parking issues on the park. In determining their decision, they considered existing transport and service delivery to determine whether they had the capacity to support a short term trial service. The BID have received their response and unfortunately due to the train times at Northwich Station and the traffic peak issues along with the flexibility in their current vehicle fleet and staff availability it is not possible for them to facilitate this service. However JH and LA are in the process of exploring options with other providers and will feedback to the Board and BID Group once they have further details.</p>	<p>LA/JH to contact alternative transport providers.</p>
<p><b>Northwich Transport Strategy</b></p>	<p>Mott McDonald are working on the Northwich Transport Strategy which includes Gadbrook Park. To this end, they have requested a meeting with the Board and BID Group members to discuss this further. LA to circulate available dates and invite all the businesses and Board members of Gadbrook Park.</p>	<p>EGM to be scheduled.</p>
<p><b>Business Park Managers Report</b></p>	<p>LA ran through the highlights of the Business Park Manager Report (copy attached).</p> <p>Should anyone not present at the meeting have any questions please contact LA in the first instance.</p>	
<p><b>Project's Update</b></p>	<p><b>Website Development:</b> LA presented the new look website to the Board – a link will be sent after the meeting and Board members are requested to feedback any changes/suggestions to LA by Monday 26<sup>th</sup> June.</p> <p><b>Proposed TRO:</b> JH explained that CWAC have held consultations with the Parish Council and the residents of Rudheath regarding a possible TRO in Rudheath which has been informally passed. CWAC have now</p>	<p>Board to feedback on the website to LA by Monday 26<sup>th</sup> June.</p> <p>LA to send TRO proposals to all</p>

	<p>issued the BID with a proposed plan to implement further TRO's on Gadbrook Park and the Business Centre. LA to send out the proposals to the businesses to gain feedback.</p> <p>Cheshire West and Chester Council are in the process of preparing a funding application to the Department for Transport's National Productivity Investment Fund (NPIF), with the aim of improving the main access junction into Gadbrook Park (A556 / Gadbrook Road).</p> <p>In order for the Council to make the strongest possible case to Government and maximise their chances of securing funding for the scheme, they are looking for local businesses to support the application. LA to circulate an email and draft letter for businesses to respond asap.</p> <p>THG have raised concerns of the disruption this would cause and would like some finer details on timelines etc. LA suggested meeting with David Saville from CWAC to discuss this further with MR &amp; JH.</p>	<p>businesses for feedback.</p> <p>LA to circulate email.</p> <p>LA to schedule a meeting with DS of CWAC.</p>
<b>AOB</b>	<p>JH requested permission from the Board to place hanging baskets on lighting columns on Gadbrook Road to enhance the image of the Park. This was discussed and all were in favour of implementing these on a trial basis.</p> <p>LA asked the Board if they wish to have a Christmas Tree on the Park this year. LA to provide a quote for consideration.</p>	<p>LA to contact NTC to implement hanging baskets.</p> <p>LA to obtain a quote for Christmas Tree.</p>
<b>Date of Next Meeting</b>	<p>LA will circulate dates for the next Exec Board Meeting for mid-September.</p>	<p>LA to circulate date for next Exec Meeting.</p>