



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 16th September 2020
Time: 10:30am
Location: Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Gareth Rigby (GR)	WVHT
Fran Johnson (FJ)	Howard Worth	James Coleman (JC)	The Hut Group
Chris McLaughlin (CM)	MIS Ltd	Jo Mitton (JM)	Barclays
Jane Hough (JH)	Groundwork CLM	Hugh Shields (HS)	Groundwork CLM
Stephanie Leese (SL)	Groundwork CLM		

Apologies

Name	Company	Name	Company
Dave Brooks (DB) Richard Trout (RT)	Turnkey Close Brothers	Mike Bracegirdle (MB)	Butcher Barlow solicitors

		Actions
Welcome, Apologies and Actions from previous minutes	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well. Apologies were received from Dave Brooks, Richard Trout and Mike Bracegirdle.</p> <p>Outstanding Actions:</p> <p>There were 3 Action Points from the previous meeting. The CCTV Project has now gone ahead. JH hasn't added the injunction costs in to Q3 or Q4 as she is unsure if those costs will come in this financial year. JH has spoken to business rates to ensure the BID's income money is not delayed. JH has put in several requests for an update but is still waiting. GK is now escalating as the BID needs to understand what they have collected so far and what income the BID can draw down. MR asked if the BID would get a grant. JH says yes, the BID has had a grant from central government to support with operating costs – which equates to 20% of the first quarter. JH will elaborate in the financial report.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	
	<p>HS has met up with a solicitor and a barrister with regards to moving forward with the injunction. The BID needs to get a lot of information to see who is actually in each building. HS has sent out a survey to</p>	

<p>Project Update Report</p>	<p>establish who owns the building, if there are leases and who occupies the building. HS has spoken to Fifield Glyn and Cheshire West and Chester Council as they own a lot of the buildings there. HS made a request on the 19th August to Tony Lozinski at CWAC who is responsible for the Business Centre part of the site. TL forwarded the request to Dawn Taylor who is the Gypsy and Traveler Liasion officer – he has not heard back yet. The process is very complex. Any land that is undeveloped also needs to be taken on board. The road leading up to the canal is also included. HS is unsure who owns Orchard Marina but gates will be installed there to stop travellers heading up.</p> <p>The BID Team has been supporting businesses with phone calls and emails. HS is trying to get information on who has moved in at Chelford House. There is a partnership with Blue Orchid with regards to grants – a number of businesses have taken this up. The BID Team have been working with Solutions 24-7 on the Gadbrook Park Bulletin and HS has been seeking good news stories from businesses to include as features.</p> <p>MR has asked if the BID is paying for any grounds maintenance at the moment. JH replied that yes, Tree Muskateers maintain certain areas at Gadbrook Park. MR asked if we could ask them to include the Business Centre as a one off in the next maintenance. This could be included in the maintenance regime going forward if agreed by the board. The board agreed to do it as a one off for now and for HS to get a price for a regular addition. HS to get a price to include weeding etc at the Business Centre. CM asked why CWAC haven't done it. Because it is Public Sector, decisions take a long time.</p> <p>HS reported that ASM Technologies are moving on to Gadbrook Park.</p> <p>There were no questions on the report.</p>	<p>HS to ask Tree Muskateers to include the Business Centre in the next maintenance round. HS to get a price for it to be a regular addition.</p>
<p>Finances</p>	<p>JH displayed the finances to the board. Groundwork has lobbied Central Government for a grant. This is equal to 20% of the operating costs for the first 3 months of the running costs of the BID. The Gadbrook BID has had a grant of £11k from the government.</p> <p>JH reported that the BID has claimed 45% of what the total annual income was. JH and GK have spoken to Andrew Lewis about levels of collection at CWAC. JH will pick this conversation up as soon as Business Rates have confirmed what has been collected. The BID should be drawing down 98.5k this month but JH needs to speak to CWAC to see where they are for collection before invoicing.</p>	<p>JH to speak to CWAC to establish what has been collected in terms of BID levy.</p>

	<p>JH reported that the spend is up slightly from where the forecast was, due to more spend in security. However the BID has saved money with no training courses being put on due to Covid.</p> <p>CM asked why the training course actual figure was more than the training course forecast figure for Q2. This is due to course dates being pushed back and also additional courses were added in on request for Mental Health First Aid and Leadership Skills and Management.</p> <p>There were no further questions.</p>	
<p>AOB and Date of next meeting</p>	<p>FJ asked if there were any updates on the entrance. JH has emailed Cllr cooper but hasn't heard anything back. The Government was issuing pots of money for cycle ways in the borough but there was only a certain amount of time the work could be completed in – so priorities have shifted. JH will email Cllr Cooper again tomorrow.</p> <p>JC asked what Alpha Omegas security times are. They are from 7pm – 7am weekdays and 24 hours weekends. There are 2 guards until 4am then it reduces to 1.</p> <p>No more AOB.</p> <p>MR thanked everyone for attending. Date of next meeting: 2nd December - 11:30am.</p>	<p>JH to speak to Cllr Cooper regarding the entrance.</p>