



Minutes

Gadbrook Park AGM Meeting

Meeting: Gadbrook Park AGM
Date: Wednesday 20th July 2022
Time: 12:00pm (AGM from 12:30pm)
Location: Little Treats

Name	Company	Name	Company
Mike Roberts (MR) (Chair)	Roberts Bakery	Greville Kelly (GK)	Greville Kelly
Dave Brooks (DB)	Turnkey Instruments	Jane Hough (JH)	Groundwork CLM
Chris McLaughlin (CM)	MIS Ltd	Hugh Shields (HS)	Groundwork CLM
Gill Williams (GW)	CWAC	Stephanie Leese (SL)	Groundwork CLM
AGM:			
Louise Blackham (LB)	RMG UK	Ben Williams (BW)	Glanbia Cheese
Andrew Close (AC)	Close Brothers UK	Stuart Osborne (SO)	Osbos Ltd
Carole Williams (CW)	Glanbia Cheese	Lauren Corinaldi (LC)	Principia Law Ltd
Martin Lester (ML)	Petrostrat	Alex Sandland (AS)	Butcher & Barlow
Julie Senior (JS)	NPOR	Dave Tomlinson (DT)	Alpha Omega
Scott Johnson (SJ)	NPOR	Andy Taylor (AT)	Alpha Omega
Angela Richardson PCSO (AR)	Cheshire Police	Dean Butterworth (DB)	Cheshire Police

Apologies:

Mike Bracegirdle (MB) – Butcher Barlow
 Fran Johnson (FJ) – WR Partners
 Gareth Rigby (GR) – Weaver Vale Housing Trust

		Actions
Welcome	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well.</p> <p>Apologies received from FJ, MB and GR.</p>	
Pre-AGM Board Catch up	<p><u>Finances</u></p> <p>JH went through the debt that was currently owed to the BID. There are currently three companies that JH feels the BID will not get the money from. Two have gone out of business and are no longer operating and the third is a property management company. There are however active companies on the site that also owe BID levy money and are getting the benefits of the BID, but have not paid. JH will work with CWAC to recoup the owed money.</p> <p>Due to the surplus, the deficit from the income was covered. The 1% increase in the BID levy will not cover the current cost of living increases. Need to look at the expenditure profile of the BID and see where savings can be made. Need to look how this can be best</p>	<p>JH to work with CWAC on BID levy debt.</p>

	<p>managed in the next 2-3 years. Is there a balanced budget in this financial year – if not, need to look at where things can be saved.</p> <p>50% of the levy has been paid upfront. 40% will be paid over in September then accounts will be reconciled, which needs to be taken in to consideration in terms of cash flow. MR would like a finance update during August with JH, GK, himself and anyone from the board who would like to come.</p> <p>HS will give GW the details for Poole Alcock to check if they are back on the rates database. The Hut Group owe money and the Business Rates Team have been doing a piece of work to recoup this. Business Rates Team are now back on track with collection. JH will pull a summary paper together and will go through the income and expenditure profile against the cash sheet.</p> <p><u>Board Membership</u></p> <p>Need members who would like to bring their skills to the board and who would like to give their time. Need to look at the skills of the current board, then see what is missing and do a targeted approach. There are currently 3 board vacancies. Need to look at size, skills and sector and see where there are gaps.</p> <p><u>Roadworks</u></p> <p>New junction is now in place. There have been M6 re-alignment works which will send vehicles to Northwich. HS2 meetings have been held at Gadbrook Park in the past which were more popular than their current format – may need them to return to that approach to get a better turn out than holding them off site. New road is now going to the left of Lostock instead of to the right, and this will impact Northwich. GW needs to know how businesses want to feed back before the deadline. There is a link on the email HS send to businesses. Deadline is 15th August.</p>	<p>JH to do analysis on the income and expenditure profile.</p> <p>JH to arrange finance meeting.</p> <p>HS to give GW Poole Alcock details to check.</p> <p>JH to pull together finance summary.</p> <p>JH to look at board membership</p> <p>GW will pick up road concerns with Gerard.</p>
<p>AGM</p>	<p>MR welcomed all to the meeting. This is the first time the BID has met in this capacity since before Covid. MR introduced the board members that were present. JH explained 3 board members have stepped down so there are 3 positions available. If the board are approved, the board will review who is currently on the board in terms of skills and sectors and see what is missing. JH encouraged anyone who would like to become a board member to put themselves forward.</p>	

	<p>All present were given a ballot paper to vote on the current board. Ballot papers were collected – the Executive Board was approved unanimously – 10 in favour, 0 against.</p> <p>The BID has changed the financial year and is now aligned with the CWAC financial year.</p>	
<p>BID 3 – Year 2</p>	<p>JH welcomed all to the meeting and spoke about how the BID businesses have bounced back from the pandemic. The BID’s mission has not changed – is still to retain Gadbrook Park’s position as a premier location in Cheshire West. A lot of businesses are looking to grow in future years. JH went through the current Executive Board members and advisory bodies.</p> <p>JH went through what the BID has achieved in Theme 1 – Safe and Secure. The majority of the BID budget is spent on security and this is the thing resident businesses value most when conducting surveys. The BID also funds the CCTV System and dedicated ANPR. The BID has also successfully implemented an injunction to stop illegal traveller incursions.</p> <p>Theme Two – Business Support. The Business Park Management Service continues - if any businesses need anything let either HS or SL know. The BID has provided nil cost training courses for businesses – these are of no cost to businesses. The BID has continued with the maintenance of the Gadbrook Park website – www.GadbrookParkBID.co.uk. Regular e-bulletins and quarterly newsletters are also provided to businesses.</p> <p>Theme Three – Greener and Cleaner. HS conducts monthly audits around the site. The BID funds the maintenance of BID assets including signage, landscaping and summer hanging baskets.</p>	
<p>Finances</p>	<p>Last year the BID was working on an emergency budget due to the income taking a hit during the pandemic. There were significant challenges collecting the BID levy during the pandemic.</p> <p>Total levy collected was £233,715. £138,428 was spent on security (Theme 1), £55,444 was spent on Business Support (Theme 2) and £15,122 was spent on Greener and Cleaner (Theme 3). There is still £77k to collect as debt from the previous four years and JH is working with the Business Rates Team to collect this money. The BID currently has a surplus of £4k.</p>	
	<p>During Year 3, under Theme 1 - the BID will continue to deliver the CCTV and ANPR services, the security patrol services, the free key-holding service for businesses, the continued injunction for the illegal</p>	

<p>BID 3 – Year 3</p>	<p>encampments on the park as well as bike marking by Cheshire Police and the continuation of private car parking schemes.</p> <p>Under Theme Two – the Gadbrook Park Management Service will continue, as well as the BIDs marketing and communication channels, training courses and seminars and the management of the Gadbrook Park BID website.</p> <p>Under Theme Three – Maintenance and improvement on the BID’s existing assets will continue. The Gadbrook Park Litter Picking service, a full annual planting and grounds maintenance schedule for the Business Park, regular image audits and hanging baskets installed and maintained around Gadbrook Park will all be implemented.</p>	
<p>Questions from the Businesses</p>	<p>Has anything been considered for communal electric charging points? This has been looked at previously but the board will put this back on the agenda. Shared Prosperity Fund – can get funding from this as Gadbrook Park would be eligible. MR wondered if it was viable for Shell or BP to fund this. Is it worth looking at renewables such as solar with regards to this.</p> <p>Julie Senior – would like to praise HS as he is a credit to Groundwork. Would like some benches for the team to sit outside – happy to pay for them but didn’t know how. JH asked if they had spoken to Fifield Glyn. JH will speak outside the meeting regarding this.</p> <p>Does the BID work with the Pledge? Would like a jobs or careers fair on Gadbrook Park and invite schools and colleges to attend. HS goes to monthly meetings – is difficult for businesses as they are very busy. HS would like to hold something on Gadbrook Park and the businesses can set up in one of the empty buildings and the schools can come in and those looking for jobs. There are 30k vacancies and 15k people looking for work. Business can adopt different interview methods and also look at different hours to cater for those who may not be able to work 9-5 due to childcare. MR – Roberts Bakery now go in to schools to teach children at a young age about baking/working for Roberts.</p> <p>Are there any plans to make the area on the Business Centre more pedestrian friendly? (Close Brothers) The road is un-adopted. It sits within the estates property team at the local authority. Many years ago it was looked at to create a path – but it was cost prohibitive for the BID to fund and the council had no funding for this. This will be put on the agenda for the board to discuss.</p> <p>What is the process for the road to be adopted?</p>	<p>Put Electric Charging Points back on the agenda.</p> <p>JH to speak regarding benches on Brunel Court.</p> <p>HS – speak to Roberts Bakery about baking in schools for the bulletin.</p> <p>Put footpaths on the agenda.</p>

	<p>Needs to be identified as a private road, and needs to be up to a certain standard, then the council will look to adopt it.</p> <p>Why can the road not be adopted? GW will ask the question again – is the road of a certain standard to be adopted.</p>	<p>GW to look in to the road at the Business Centre to see if it is of the standard for adoption.</p>
<p>AOB</p>	<p>Police – provided an update of crime across the Gadbrook Park area over the last 60 days.</p> <p>One incident in May – immigration concern that was unfounded. Unauthorised Encampment on the 6th June. A burglary came with this and £100,000 of damage around the old Barclays area. A van was also seized with a lot of copper inside but an owner was unable to be traced.</p> <p>Suspicious car and trailer on Close Brothers – no reports on these, they were checked and were deemed ok.</p> <p>Lorries are still parking up by Weaver Vale. In terms of a blanket ban on Gadbrook Park, this is down to the owners of Gadbrook Park and Highways. A solution would be not blocking access but blocking parking. Morrisons do have a responsibility to pass this information on to their drivers.</p> <p>MR closed the meeting and thanked all for attending.</p>	<p>PCSO will find out who owns the lorry lay by near Lach Dennis.</p> <p>GW will take a look at a blanket ban on HGV parking.</p>