



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Thursday 16th March 2022
Time: 12:00pm
Location: Roberts Bakery Offices

Name	Company	Name	Company
Mike Roberts (MR) (Chair)	Roberts Bakery	Iain Paton (IP)	CWAC
Fran Johnson (FJ)	Howard Worth	Jane Hough (JH)	Groundwork CLM
Mike Bracegirdle (MB)	Butcher Barlow	Hugh Shields (HS)	Groundwork CLM
Jo Mitton (JM)	Barclays	Stephanie Leese (SL)	Groundwork CLM
Apologies			
Chris McLaughlin (CM)	MIS Ltd	Gareth Rigby (GR)	WVHT
Dave Brooks (DB)	Turnkey Instruments Ltd	Richard Trout (RT)	Close Brothers

		Actions
Welcome Apologies Approval of Minutes	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well.</p> <p>Apologies received from CM, GR & DB.</p> <p>Attendance at board meetings was raised – some board members have not attended meetings for several months. Attendance will be reviewed.</p> <p>Declarations of interest – MB – Butcher Barlow have been dealing with the Traveller Injunction.</p> <p>Actions from last meeting. HS – Had received photos of lorries parking on the park at night. Main company doing this is Ian Roberts trucks. HS has spoken to the MD of the company to report the parking on the park. Has also spoken to the police – nothing they can do. HS will speak with the local councillor to see if signs stating no overnight parking can be erected on the park. Gill Williams has spoken to Morrison’s to try and stop the lorry drivers. HS has advised the drivers to go to the a556 cafe nearby. MR suggested a weight restriction further down the road. JH suggested a consultation may be needed for this as HGVs complete deliveries elsewhere on the park.</p> <p>HS has spoken to the Hut Group regarding board membership. Nobody from the Hut Group will replace James.</p> <p>HS has had an email from a business regarding litter picking. In HS audits, HS has noted large pieces of litter from travellers. HS spoke to</p>	

	<p>the Hut Group and the litter was removed. JH suggested to speak to Martin Long to see if he is able to return and continue with litter picking. If not, JH suggested to find an alternative who can litter pick. HS has a contact who can do the litter picking – HS will chase this up. MR asked if CWAC do litter picking as it is currently bad on the a556. This section is Highways. MR suggested putting aside some litter picking resource/funding to get the litter problem sorted out. HS mentioned the Winsford Litter Pickers association – there is a similar group in Northwich that could do this.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	<p>HS will look to find a litter picker.</p> <p>HS to speak with local organisations regarding litter picking on the a556 – can provide litter pickers.</p>
<p>Accounts</p>	<p>JH has met with CWAC at the end of January and the collection rate is now 83%. The historical debt is still being chased. The normal drawdown of 90% will also be resumed. The BID will get 50% in April, 30% in September and then a full reconciliation afterwards. Reconciliation will be completed at the end of March for 2021-2022. £45k was outstanding historically and £34,800 was outstanding from this year’s collection. If at the end of March the BID is still in a negative balance, JH will work with board members to look at the security contract to see if there are any savings that can be made there. At present it is 2x guards from 7pm – 4am weekdays, with 1 guard covering 4am – 7am in addition on the weekends.</p> <p>Total costs – security contract is the biggest contract in the BID. Alpha Omega are currently sending their invoices in too late at present. To date the BID has spent £89,224 on security costs up to December – this is a large share of the budget. Visual aesthetics are important to the park and the Board don’t want to cut anything with regards to grounds maintenance.</p> <p>There were no questions on the accounts and it was agreed to wait until the end of year reconciliation before any decisions were made.</p> <p>Currently 3 empty properties that belong to the council. These are not being advertised – HS has spoken to GW regarding this. CWAC are looking whether the buildings are going to be refurbished before being advertised again. Barclays will also be leaving soon.</p>	

<p>Business Park Managers Report</p>	<p>HS went through the highlights of the report. HS has been speaking to Alhabond and Colin Rutter. Alhabond now own the building and want the CCTV column to be removed. HS has spoken to Alhabond to see if they are open to keeping it there – they don't. Butcher Barlow have looked over the Wayleave agreement and advised that the board take no further action – if Alhabond want it to be removed then they will need to take the action. HS has looked for other locations however this is all development land.</p> <p>Dyster checks – Alpha Omega are putting in a new system for the reports. This is coming in to place next week so HS will report back.</p> <p>Injunction – MB – the current situation is that the order has been made and notices will be going up around the Business Park. There is further work to be done, which is more than was envisaged originally. There are a few things to finish off but this process is now well on the way. Due to empty premises, this is highly important and will be invaluable once complete. £275 court fee and £1800 fee to finish off the process. There will also be a barrister cost. MR asked if the BID is covered if there is a change of owners or tenants. MB – yes, as it is premises that is listed.</p> <p>HS has been distributing free training and grants information out to businesses which have been well received.</p> <p>HS have spoken to the council regarding the monoblock on the surface of the roads. These will be resurfaced, however in tarmac instead of the red monoblocks. MR objected to the tarmac as it was previously agreed there would be no tarmac. JH has asked HS to request a plan off CWAC, and raise as an issue through GW and IP. IP will find out if the works have overrun the budget. MR has raised concern over closing the road at night and how operations will work during night time. Roberts require 24 hour access – CWAC will be contacting MR regarding this. MR will contact Richard Beecham regarding the delays and work.</p> <p>HS has done audits regarding signage that was blown down. These are now being kept on top of.</p> <p>There were no questions on the report.</p>	<p>HS will speak to head of Highways for a plan and raise the issue that the park does not want tarmac.</p> <p>IP will find out if the job has overrun the budget as this was supposed to be finished last spring.</p> <p>JH and IP will discuss further.</p>
<p>Board Membership</p>	<p>JH reported that RT has not attended board meetings for quite some time, James Coleman has resigned and it is Jo Mittens last board meeting. Heidi Bennett has requested to re-join the board. The board agreed to co-opt on Heidi Bennett to the board. 2 board places are available so a call will be put out across Gadbrook Park to see if anyone else would like to join.</p>	<p>HS to put out a call for board members and HS will speak to those who have expressed interest before.</p>

	AGM will be in June/July. MR offered the Roberts room for the AGM.	HS will let Heidi Bennett know she has been co-opted on to the board.
Queen's Jubilee	HS has asked if the board would like to do anything with the Queen's Jubilee. There are good news stories that individual businesses are doing – BID can promote this in a BID Jubilee newsletter. Could do a small gathering at Caffee Arabica – Jubilee drink for all businesses that the BID funds. MR could provide some Jubilee biscuits.	HS will speak to businesses to see if they have good news jubilee stories. HS will speak to Arabica.
Net/Zero	FJ – park needs recycling facilities. MR asked what would happen if a recycling point was created on the park. The BID would need to pay for the collection. Groundwork does Carbon Neutral training for staff and managers. BID has paid for two sessions on Winsford 1-5 which went down well.	HS will get the details of the training to share with the board.
Signing of the Constitution	MR would like to coincide the end of the current BID to tie in with year end. The current BID cannot be changed as it was voted in as a 5 year project and would require a whole re-ballot to change. Financial year can continue to April-March and the BID year runs differently. In order for them to run in parallel, the next BID would need to be a shorter term BID. MR asked who the BID would need to speak with regarding shortening the term of the BID – central government. It would need a re-ballot if the BID was to end early. JH will look at this in BID 4 – to see if the next BID is shorter so it can run in line with the financial year. MR and JH signed the constitution.	
AOB and Date of next meeting	<p>JM will pass on the details of Barclays new building to HS to introduce them to the BID. HS will place a small article in the bulletin regarding Barclays leaving.</p> <p>MR thanked Jo Mitten for her contribution and support to the BID.</p> <p>MR thanked all for attending and closed the meeting.</p> <p>Date and time of next meeting: Wednesday 18th May 2022.</p>	HS to place an article in the bulletin regarding Barclays.