



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 18th May 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
Chris McLaughlin (CM)	MIS Ltd	Hugh Shields (HS)	Groundwork CLM
Gareth Rigby (GR)	WVHT	Stephanie Leese (SL)	Groundwork CLM

Apologies:

Mike Bracegirdle (MB) – Butcher Barlow
 Dave Brooks (DB) – Turnkey
 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 DB, MB and RT.</p> <p>No declarations of interest.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> • Junction work – no monoblock but will be red tarmac. • IP and JH are attending a meeting with GD. Head of Highways, Regeneration, Economic Development, Streetscene and Planning will be invited to a meeting each year to lay down the plans of each BID's business plan. • Acceleration lane towards Davenham is now shorter – it used to be going towards the Bridge • IP to find out why the budget for the works has overrun • HS has put a call out for board members via e-mail • HS has asked for good news stories for the jubilee - not many have come through. Caffe Arabica is very busy at the moment. • Has put an article in the bulletin regarding closing of Barclays. <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	<p>HS to raise the acceleration lane length – and ask whether the speed limit will change.</p> <p>IP to find out why the works have overrun the budget.</p>

<p>Accounts</p>	<p>JH received confirmation this morning that there is still £43k to be paid over to the BID. Year end accounts are now finalised. £209k has been spent, and this was within budget. JH has received the total figure that will be received in cash – no information on how this is made up, ie debt.</p> <p>JH will set up a finance sub-group to go through in some detail to establish which debts are outstanding, where they sit, and whether they will be collectable. Businesses can pay in instalments.</p> <p>Expenditure needs to be reviewed – security costs are going up and will probably go up again. This can be done effectively via a sub-group. MR, FJ, CM and GR have volunteered for the sub-group. Crime patterns have shifted from burglary to online fraud, plus CCTV has been installed as a prevention. If security is reduced, could a perimeter fence be installed instead? Needs to be broken down what is being paid for at the moment, and whether it is needed. Gadbrook Park has comparatively low crime stats. No reported crimes in January, February and March.</p> <p>Accounts are currently draft as JH needs to understand the reconciliation.</p> <p>No questions on the accounts.</p>	<p>Sub-group to look at security expenditure</p>
<p>Business Park Managers Report</p>	<p>HS spoke around the highlights of the report. Still waiting for the court approval of the injunction. Hoping for a response from the court this week.</p> <p>Security continue to send through the dyster reports and HS checks these weekly. CM asked if the CCTV is now working outside MIS. Yes it is.</p> <p>HS has met with the police regarding overnight parking. Can only give a ticket if on double yellow lines. Can put up signs, but this won't be able to be enforced. HS broached the idea of lorry drivers being able to use the security toilet. Would a portable toilet be suitable? CM thinks signs should be put up saying no overnight parking over a certain weight and direct them to nearby truck stops. FJ asked why the truck layby is closed near Lostock?</p> <p>Employment – a few businesses are looking to take new staff on. HS is booking in to local job fairs to promote vacancies locally.</p> <p>HS has put out information regarding grants and rates. HS has encouraged businesses to put in for this grant. Only £600k was taken</p>	<p>HS to look in to why the truck layby near Lostock is closed.</p>

	<p>up by the relief so will be applied automatically to businesses that are eligible instead of having to apply.</p> <p>HS spoke about green initiatives – solar panels installed on larger businesses which is then harnessed by smaller businesses.</p> <p>FJ – no recycling facilities on the park. Needs picking up with CWAC as there is no incentive to recycle as need to pay.</p> <p>Road – nearly finished. There had been a burst water main.</p> <p>Hanging baskets will be installed again at the beginning of June. Grass will be cut in the next few weeks.</p> <p>Subway – needs to be put back to how it was. HS will find out who will be doing that. Highways.</p> <p>Bulletin will be sent out next week and will be emailed out to all businesses.</p> <p>Training courses – all places have been fully booked. Fire Marshal, First Aid at Work, Emergency First Aid in the Workplace and Mental Health First Aid are all on offer for businesses.</p> <p>Communal working space is lacking on Gadbrook Park.</p> <p>No questions on the report.</p>	<p>HS will speak to Highways to get the subway sorted and ask for perennials to be planted.</p>
<p>Board Membership & AGM</p>	<p>HS will do a targeted approach to look for board members. MR is happy for the AGM to be held at Little Treats. Wednesday 20th July is the date selected for the AGM. 11:30am – 12:30pm there will be an Executive Board Meeting. Lunch from 12:30pm and AGM itself from 1pm – 2pm. Guest from CWAC to speak – GD. Director of economy and low carbon.</p>	<p>HS to send out invitation for board members.</p> <p>HS to send out diary invites to AGM and board meeting to board members.</p> <p>HS to speak to GD.</p>
<p>AOB and Date of next meeting</p>	<p>Property are not explaining about the BID to new tenants.</p> <p>MR thanked all for attending and closed the meeting.</p> <p>Date and time of next meeting: Wednesday 20th July 2022. 11:30am at Little Treats.</p>	<p>IP will pick this up with GD as a new head of property has taken up post.</p>