



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 22<sup>nd</sup> March 2023  
**Time:** 12:00pm  
**Location:** Roberts Bakery Offices – Dane Room

Name	Company	Name	Company
Mike Roberts (MR) (Chair)	Roberts Bakery	Gill Williams (GW)	CWAC
Chris McLaughlin (CM)	MIS Ltd	Jane Hough (JH)	Groundwork CLM
Dave Brooks (DB)	Turnkey	Hugh Shields (HS)	Groundwork CLM
Louise Blackham (LB)	RMG	Stephanie Leese (SL)	Groundwork CLM

#### Apologies:

Fran Johnson (FJ) (Treasurer) - WR Partners  
 Gareth Rigby (GR) – WVHT  
 Julie Senior (JS) – Npors  
 Mike Bracegirdle (MB) - Butcher Barlow

		Actions
<b>Welcome Apologies Approval of Minutes</b>	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well.</p> <p>Apologies received JS and FJ.</p> <p>No declarations of interest.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	<p>HS to email out up to date version of 7<sup>th</sup> December minutes.</p>
<b>Accounts</b>	<p>Finances presented are up until the end of January. Proposing to move board meetings to tie in with the finances in the future. Finances have been sent to FJ. JH can create a quarterly report, but containing more detail.</p> <p>The Injunction covers all those on the park – Injunction costs will be included in the finances.</p> <p>Security costs have been pulled back and the BID is spending in budget. Collection rates for Gadbrook Park are in the early 90%. Business Rates Team have done a piece of work targeting individual businesses in terms of debt and have had significant success.</p>	<p>JH will send out the past two quarters of the finances out.</p> <p>HS to contact Mike Bracegirdle regarding injunction and the area covered.</p> <p>JH will email out information from Business Rates when received.</p>

	<p>BID levy invoices have not been sent out yet. At the end of March, historical debt should be reconciled.</p> <p>At present there are empty offices – how does this work with regards to BID levy invoices? JH – the invoices go to the owner of the property.</p> <p>HS – has not been able to find out who owns Barclays.</p> <p>Is the BID able to contact the agent to pass on a message to the owner? Is listed on Allsop.</p> <p>Need to ensure comments are put forward if planning applications for houses on the Barclays site come through.</p> <p>There were no further questions on the accounts.</p>	<p>HS will speak with MB regarding Barclays.</p> <p>JH will speak with Nick Joinson regarding invoices.</p> <p>Quarterly accounts will be presented at the next meeting.</p>
<p><b>Project Update Report</b></p>	<p><b><u>HS2</u></b></p> <p>Dedicated HS2 officer in the CWAC Transport Team now. HS2 officer can come to the next meeting to provide an update. Could attend the AGM.</p> <p>HS has sent out the details on the HS2 Phase 2 B to businesses.</p> <p><b><u>Road Improvements</u></b></p> <p>This is an issue at present. Businesses have contacted HS regarding the pot holes near the security gates. GW has spoken regarding this, and the BID may get a contribution from the council for improvement works.</p> <p>If the Board decide to invest in road surfacing at the Business Centre then the BID needs to look if it is taken up to an adoptable standard. Price quoted was from Ringway and they will have experience on what is an adoptable standard.</p> <p>Property Team was due to send out the service charge schedule for the Business Centre but this was never received. This is to ensure the BID is providing services above and beyond the service charge.</p> <p><b><u>Security</u></b></p> <p>Encampment came on to Gadbrook Park. Bailiffs removed the encampment in 48 hours. Best thing to do is deter. Police will not intervene unless damage is being done and it can be proved the encampment is behind the damage.</p>	<p>HS to invite HS2 officer to AGM.</p> <p>HS can provide numbers of visitors on to the Park.</p> <p>HS to speak to Property Team to attend AGM.</p>

	<p>HS has contacted Barclays due to concerns over security. Alpha Omega have had 15 alarm activation calls.</p> <p>HS is still receiving CCTV reports which are checked.</p> <p>Reported crimes for 2022 was 3. One was criminal damage, one was burglary and one was violence/sexual.</p> <p>MR will be stepping down as Chair and Chris McLaughlin will take over the role. MR will continue on the board. The BID thanked MR for his contribution as Chair over the past 9/10 years.</p>	
<p><b>AOB and Date of next meeting</b></p>	<p>UK SPF are at the end of Year 1 now. Groundwork have been running a programme on low carbon. If anybody is looking for improvements on their premises then there is information and advice on the telephone and staff that can do in building audits. In year 2, there may be a small grants process.</p> <p>Going forward there will be programmes on innovation.</p> <p>LEP is due to end in 2024.</p> <p>REEF Property event in May taking place in Leeds. LEP and CWAC will be in attendance to talk about sites and properties available.</p> <p>Wifi – are there any wifi issues at Gadbrook Park?</p> <p>Team Telemarketing are doing business surveys in BID areas.</p> <p>LEP have launched a consultation on the fair employment charter.</p> <p>AGM was set for Wednesday 28<sup>th</sup> June. HS will invite speakers.</p> <p>Pre-finance meeting set for Monday 12<sup>th</sup> June at 2pm.</p> <p>JS has reported to HS there is a lot of dog fouling which is not being picked up. Are there signs that can be produced and erected? The board agreed signs can be created. Tree Muskateers will move the yellow grit bin as this is being filled with dog waste bags.</p> <p>MR thanked all for attending and closed the meeting.</p> <p><b><u>Date and time of next meeting: AGM – Wednesday 28<sup>th</sup> June 2023</u></b></p>	<p>MR to check room availability for AGM.</p> <p>HS to get a quote for dog foul signs.</p>