



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Thursday 6th October 2022
Time: 12:00pm
Location: Roberts Bakery Offices

Name	Company	Name	Company
Mike Roberts (MR) (Chair)	Roberts Bakery	Gill Williams (GW)	CWAC
Julie Senior (JS)	Npors	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
 Fran Johnson (FJ) – WR Partners

		Actions
Welcome Apologies Approval of Minutes	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well.</p> <p>Introductions were made around the table. JS was welcomed to the board.</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"> Finance meeting was held. HS has passed on details to GW of Poole Allcock on who is paying the business rates. Company moved in in Nov 2021 – BID bill has been paid in full. Board membership has been reviewed. GW – to pick up road concerns and HS2. MR has had a meeting with Highways – GW has not yet received feedback. Looking to get the Highways and HS2 teams at meetings in future. MR has had a call with the LEP regarding the Mid-Cheshire Railway Electric charging points and footpaths – these are to go on a future agenda when finances have been analysed. Currently 	<p>HS2 to be a standard agenda item going forward.</p> <p>HS to send out presentation to board.</p>

	<p>waiting on Fifield Gym for permission for electric charging points to be installed. CWAC – have limited funds and there are no plans for the footpaths to be improved. If tenants come in, then a business case could be put together and CWAC could contribute. BID could go out and find some indicative costs. Road needs to be at adopted standard then Highways will take it on. At present the Property Team does not have the funds.</p> <ul style="list-style-type: none"> • MR wondered if a compromise would be to have the Business Centre as a one way system, with a cycle/footpath lane painted on the road instead. • GW asked if a survey could be sent out to businesses through Survey Monkey. • Benches – JS has not had any luck with this with Fifield Glyn. JS have been trying to purchase another building. This is not going particularly quickly. • Highways owns the lay-by near Lach Dennis. • GW to look at blanket ban on overnight HGV parking – GW has contacted colleagues but haven't heard back. Action outstanding – review at next meeting. <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	<p>Future spends to be on the agenda in the future.</p> <p>HS to send GW details – GW will speak to Property to see if anything can be done.</p> <p>HS to speak to Richard and Phil to advise. HS to get costs together on how much it would take to get the road up to standard for adoption.</p> <p>SL to send out a survey for businesses.</p> <p>HS will send GW a location map of the lay-by and also speak to Highways.</p> <p>GW to report back on overnight HGV parking at the next meeting.</p>
<p>Accounts</p>	<p>Detailed finance meeting took place outside of the Executive Board meetings. Delay in getting the information over to FJ. JH has spoke with FJ regarding the new finance system at Groundwork and the debtors information. JH has sent the supporting documentation and finance information. FJ is currently doing year ends for December and FJ will reconcile this and come back to JH with any queries.</p> <p>Front summary sheet – expecting to receive £231,000 from April 2022 – March 2023. Have currently received £112,000. Invoice in April, September and at the end of the financial year. Looking to be in a good position to receive income.</p> <p>£20,000 of debt has been included and JH has gone through the debtors line by line with Business Rates. Reminder letters have gone to those who are paying Business Rates. The Hut Group had an outstanding contribution – Business Rates have been in touch with their accounts department – have not received invoices and they will be paid in October. 4 organisations have gone in to liquidation or have been struck off. £24,000 has been struck off. £6,000 is in liquidation and this will be written off. Another company in liquidation will be</p>	

	<p>written off just over £6,000. Another organisation – FJ is in discussion with the liquidators for £2,000. JH is confident by mid October, the BID should get in around £47,000 worth of debt. JH has got another meeting in the diary.</p> <p>Business Rates are now emailing to get information in addition to the traditional bills.</p> <p>No questions on the accounts.</p>	
<p>Project Update Report</p>	<p><u>Travellers</u></p> <p>Police cannot move the travellers. When the police leave, the businesses are left with the rubbish left behind, children and dogs. Tied a rope and a chain to the wheel. Injunction is in place but bailiffs still need to be paid to remove the travellers. HS will speak to Fifield Glyn to see who they use for bailiffs. MR asked if a bailiff can be retained. HS has got prices for the bailiff from Alpha Omega and is getting further quotes.</p> <p>Issues on the Business Park with two individuals at Brunel Court and ASM Technologies. Information regarding this has been passed to the police.</p> <p><u>CCTV/ANPR</u></p> <p>Issue with the ANPR due to the new lane – not capturing cars on this lane. May need to purchase another camera and put it on the other side of the road. HS will get quotes for this and bring it to the board. MR asked if the previous one can be moved to a better position. LD has looked at this. JH suggested this was put on the wishlist. MR feels it is more valuable to have records of what is leaving than what arrives.</p> <p>HS has met with the local PCSO and invited to the meeting but was unable to attend. GR has a meeting with him tomorrow.</p> <p>Resource is driven by what is reported.</p> <p>HS receives crime stats – only been two reported crimes on the Business Park. HS encouraged any incidents to be reported. Traveller incursions are not reported as a crime unless something occurs. GW will ask Dawn Taylor where travellers are able to take any rubbish. JS – there are bins, but they chose to litter.</p> <p><u>Mid-Cheshire Rail Scheme</u></p>	<p>GW to speak to Dawn Taylor regarding traveller rubbish.</p>

MR has fed in to the strategy that a tram is needed from Altrincham to Sandbach.

Gadbrook Park Website

A new web page has been added to the website regarding a new property page. This covers properties in the Business Centre.

Training courses – new system is being produced which will provide intel on how many accredited certificates are delivered, how many hours of training have been provided and the value to businesses of attending the course.

Greener and Cleaner

Pond needs clearing - £790 quote. Hanging baskets were taken down early due to the hot weather.

Security Contract

Analysis from Alpha Omega on reducing the security guard service. This is two man from 7pm-7am during the week and 24 hours during the weekend. This has now got to a stage where the costs are more than what were projected 3 years ago and will continue to increase due to national minimum wage. Crime has now changed – is often cyber crime and fraud as opposed to equipment burglary. The idea would be to reduce to one guard and improve the security gate – electronic gate system. Is also a radio network scheme – JH is unsure how functional that is as Barclays and the Hut Group have gone.

Current guard is confident one guard will be sufficient.

Issues are – if the guard is sick, Alpha will need to find resource.

GR is supportive of the proposed changes. CM – agreed the proposal needs to change. Have not reviewed whether the BID is getting a good price on security. JH – Northwich security guards are £16 per hour and Warrington is £20 per hour. Gadbrook is £13 an hour. Double time is not charged on Saturday and Sunday apart from Bank Holidays. JS praised the security guards work as they are doing a good job currently.

There is a value for money exercise to make sure the BID is getting the best deal. JH – would not do any harm to go out to tender. Is currently a good solid relationship between Alpha and Onetek. Also need to look at the CCTV monitoring. Could also have a screen for the guard on patrol. GDPR – would not allow businesses to look at any footage.

JH to go back to Alpha Omega and advise the BID may need to go out to tender and discuss with Alpha Omega.

	<p><u>New Board Members</u></p> <p>Julie Senior from NPors and Louise Blackman from RMG were invited to the BID board meeting. JS asked what is expected – usually 4 meetings a year at Roberts or Butcher Barlow. Board members are only expected to attend meetings where possible, and provide advice and expertise in delivering the business plan. Also a role in explaining to other businesses on the site the benefits of the BID and report back any problems.</p> <p>BID is a constituted group with no risk or liability. JS was accepted as a new board member on the board.</p> <p>MR took over as Chair in 2014 – and would now like to stand down. CM will take over as the new Chair.</p> <p><u>Properties</u></p> <p>HS is unsure who owns Barclays. GW suggested a land registry search.</p>	
<p>AOB and Date of next meeting</p>	<p>There was no AOB.</p> <p>MR thanked all for attending and closed the meeting.</p> <p>Date and time of next meeting: Wednesday 7th December 2022. 12:00pm. Weaver Vale Housing Trust.</p>	