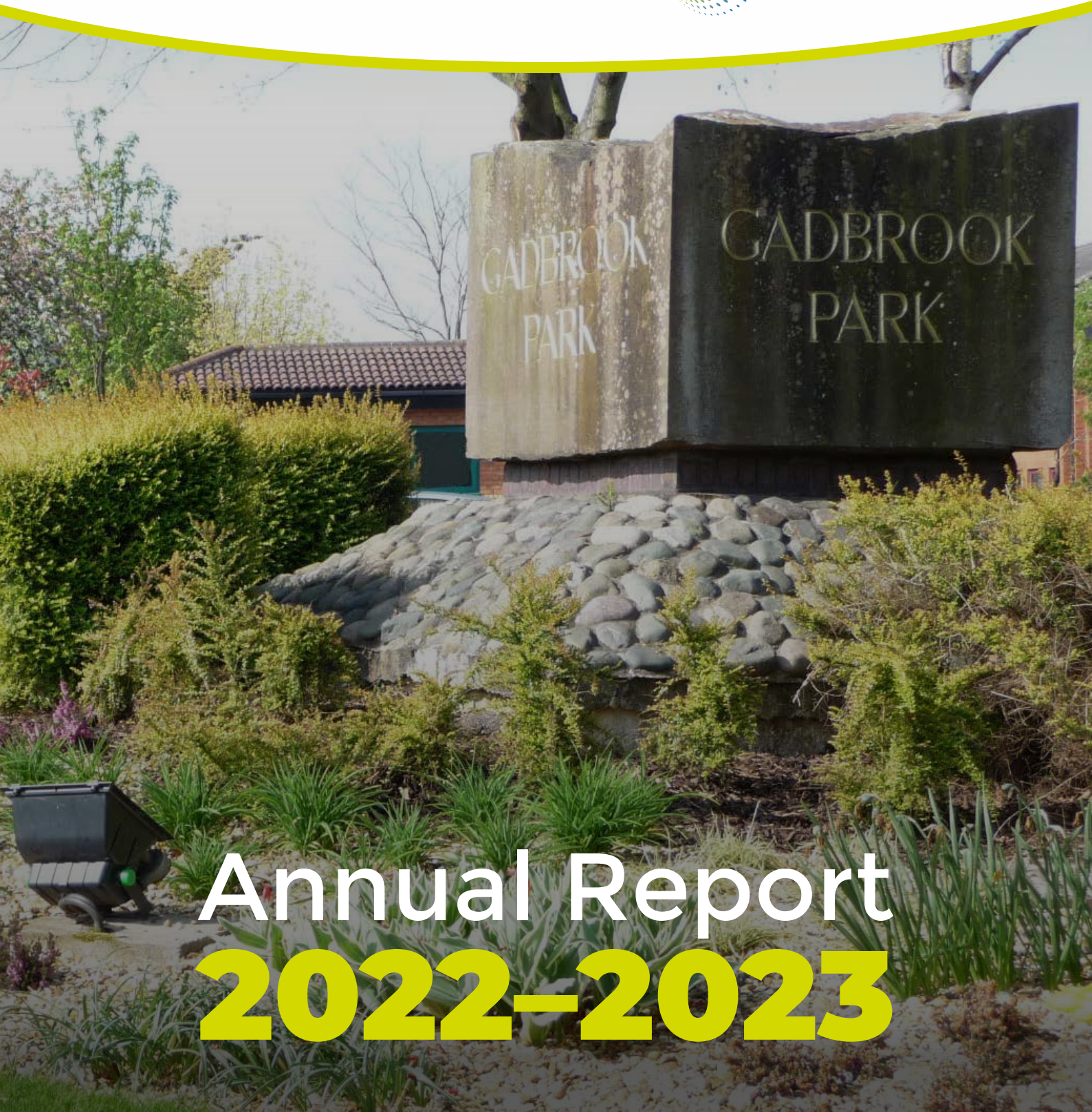


Gadbrook PARK BID



Annual Report **2022-2023**

www.gadbrookparkbid.co.uk

ABOUT THE GADBROOK PARK BID

The Gadbrook Park BID funds and delivers added value projects and services within the local trading environment, through a Business Improvement District (BID).

These projects are managed and controlled by the business community and the entire project is business led. More than 300 BIDs have been approved by companies across the UK since BIDs were introduced in 2004.

The BID will not, and cannot, be used to fund services that the council or other public bodies have a statutory duty to provide. The details of what the BID has delivered in year 3 of **BID 3** (1st April 2022 – 31st March 2023) are detailed in this annual report.

through various enhancement schemes, reducing crime in the area through the incorporation of manned security patrols and the CCTV/ANPR systems, tackling access and egress issues, providing a number of popular training courses for employees and offering business support with any issues through the BID Delivery Team.

BID 3 will run from 2019 to 2024 and will ensure that Gadbrook Park can continue to be an exceptional environment to work and trade in for both employees and businesses alike, and that the essential services and projects delivered by the BID can continue to aid all companies to develop and thrive.

The BID's vision is:

To retain its position as a premier location within Cheshire and the North West capable of attracting, developing and supporting a broad spectrum of companies through the provision of a safe, sustainable, clean and connected business environment.

The Gadbrook Park BID was first approved in 2009 with subsequent second and third BIDs approved in 2014 and 2019 respectively. During this time, the BID has implemented a range of improvement projects, including upgrading the image of Gadbrook Park

£228,693
of investment generated
to support businesses
in the BID area
throughout
2022-2023

THE GADBROOK PARK BID EXECUTIVE BOARD

The Gadbrook Park BID has an Executive Board which is made up of voluntary members of the local business community.

The Executive Board as of 31st March 2023 was as follows:

Mike Roberts Frank Roberts (Chair)	Dave Brooks Turnkey Instruments Ltd	Louise Blackham RMG - Residential Management Group Ltd
Fran Johnson WR Partners (Treasurer)	Gareth Rigby Weaver Vale Housing Trust	Mike Bracegirdle Butcher & Barlow LLP
Chris McLaughlin MIS Active Management Systems Limited	Julie Senior NPORS	Gill Williams Cheshire West and Chester Council (Council Link Officer)

The Executive Board met five times in 2022-2023 and was quorate at all meetings. Meetings were conducted in person throughout the year and full copies of the minutes from these meetings are available from:

www.gadbrookparkbid.co.uk/meetings-and-minutes



GADBROOK BUSINESS CENTRE

WHAT THE BID HAS DELIVERED

BETWEEN 1ST APRIL 2022 - 31ST MARCH 2023

1 THEME ONE - SAFE AND SECURE

Crime levels once again remained exceptionally low during the third year of BID 3, due to the various security projects and services funded by the BID. The Executive Board place security and crime prevention as a top priority for businesses on Gadbrook Park, and ensuring premises remain safe and secure is of high importance.

Throughout 2022-2023, the BID continued to make significant investments in to the resourced security service provided by Alpha Omega Security. Ensuring Gadbrook is as safe as possible, mobile security guards patrol the Business Park and Business Centre between 7pm through to 7am on weekdays and 24/7 throughout the weekends and bank holiday periods. A free key-holding service is also provided to businesses on Gadbrook Park via the BID and Alpha Omega Security. The BID has also invested in a linked radio system between Alpha Omega and other private security guards in the BID area.

The BID has also continued to fund and maintain the **CCTV and ANPR** (Automatic Number Plate Recognition) system installed across the Business Park.

The BID Team maintains an excellent working relationship with Cheshire Police and holds monthly security meetings with Alpha Omega & CCTV Providers Onetek Business Solutions which is fed back to the Police.

Due to traveller encampments posing an issue on Gadbrook Park, in 2022 the BID invested in taking out an Injunction to stop illegal encampments coming on to the Park and worked hard alongside the Gypsy/ Traveller Liaison department at Cheshire West and Chester Council and Cheshire Police to ensure that any illegal traveller encampments were moved on as quickly as possible. A total of **six** illegal traveller incursions were dealt with in a swift manner, with to the minute updates communicated out to businesses – a main priority of the BID is ensuring the business park offers a safe environment for companies and employees.



815
Combined hours
of BID funded
Security
Patrols

**Pro-actively
worked towards
removing
6
illegal traveller
encampments**

WHAT THE BID HAS DELIVERED

BETWEEN 1ST APRIL 2022 - 31ST MARCH 2023

3
Job Fairs attended to promote businesses and vacancies

2 THEME TWO - A CONNECTED AND SUPPORTED BUSINESS PARK

The Gadbrook Park BID funded the Business Park Management Service during 2022-2023, with Groundwork providing support and advice to all companies across Gadbrook Park.

The BID Team is the central point of contact for all businesses in the Gadbrook Park BID area. The team have also successfully maintained relationships with a variety of partner organisations including Cheshire and Warrington LEP, The Growth Hub, Cheshire West and Chester Council, Cheshire Constabulary, The Chamber of Commerce, and Alpha Omega Securities. The BID Team also continued to send out information surrounding various grants and how to apply to BID businesses.

The BID Team have also provided support and advice to companies on a day-to-day basis; topics include growth (looking for bigger premises), advertising jobs, issues around traffic management, Inter-trading opportunities and sharing CV's for employees who are under threat of redundancy.

2022-2023 saw the continued maintenance of the Gadbrook Park BID website (www.gadbrookparkbid.co.uk) while the quarterly newsletter was produced throughout the year and emailed to all businesses, each issue containing updates and information on all of the projects and services undertaken by the BID along with good news stories and successes from local businesses.

The Gadbrook Park BID Twitter account continued to tweet updates throughout the year, while the BID e-bulletin also dropped in to inboxes to keep employees up to date with the latest news.

New businesses were issued with the BID welcome pack, detailing all of the services and advantages that are available to them through the Gadbrook Park BID. The employee incentive scheme with Brio Leisure continued throughout 2022-2023, offering Gadbrook Park BID employees and their family members a **20% discount** on Business Leisure Packages at any Brio Leisure outlet in Cheshire.

January 2023 saw the much welcomed return of the Gadbrook Park Quiz, where teams gathered to enjoy delicious food at Vale Royal Abbey and test out their general knowledge against one another. 16 tables battled it out to determine who would lift the coveted Gadbrook Park Challenge Cup... and congratulations went to Weaver Vale Housing Trust who lifted the trophy.

December 2022 also saw the return of the BID's Lunchtime Mince Pies and Mulled Wine in partnership with Caffe Arabica at Christmas time.

80
Critical update emails sent out to businesses containing key information

Information on **35** grant support schemes sent out to businesses

444
Support requests from over **46** businesses

119
Job vacancies promoted

20+
Local Partnership Meetings attended to represent business needs

WHAT THE BID HAS DELIVERED

BETWEEN 1ST APRIL 2022 – 31ST MARCH 2023

3

THEME THREE - A GREENER, CLEANER AND SUSTAINABLE TRADING ENVIRONMENT

Year 3 of BID 3 saw the continuation of a full maintenance programme across Gadbrook Park to ensure the area remains a green, clean trading environment for businesses and employees to enjoy, and features a full planting and grounds maintenance schedule.

This included maintenance of the roundabout near the Business Centre, maintenance of the signage at the entrance to the business park and the business centre, maintaining the seating areas across the business park and business centre, and the continued upkeep of the pond area.

During 2022 – 2023 the BID Team has conducted weekly image audits across the Gadbrook Park BID area and have worked with Cheshire West and Chester Council to enhance the baselines that they are delivering in the area. Monthly meetings are held with Streetscene regarding grounds maintenance to identify areas for improvement and ensure the Business Park looks its best for employers, employees and visitors alike.

Regular audits of the condition of the roads are also implemented, with the relevant team at Highways informed of any improvements that need to be made, including potholes.



Summer 2022 once again saw the installation and maintenance of 21 hanging baskets across Gadbrook Park, funded by the BID and provided by Northwich Town Council. The baskets provided a welcome splash of colour during the summer months for visitors and workers at Gadbrook Park to admire and enjoy.

40+
Site audits
conducted

256
Hours of
grounds
maintenance
completed

11
Highways
faults
reported

21
Hanging
Baskets
installed

BID FUNDED TRAINING SCHEDULE

All companies based on Gadbrook Park are entitled to attend one of the many BID funded training courses that run throughout the year.

The courses are **FREE OF CHARGE** to any employee who wishes to attend, as they are all funded and delivered through the BID.

A full schedule of training courses took place between April 2022 and March 2023. Key courses included Emergency First Aid at Work, First Aid at Work, Mental Health First Aid at Work, Health & Safety in the Workplace and Fire Marshal training, with courses validated by Ofqual and Highfield.

Specific courses that were delivered in 2022-2023 were as follows:

- ▶ **Level 3 Award in Emergency First Aid at Work** (10 courses)
- ▶ **Level 3 Award in Mental Health First Aid in the Workplace** (5 courses)
- ▶ **Level 3 Award in First Aid at Work** (2 courses)
- ▶ **Fire Marshal Training** (12 courses)
- ▶ **Level 2 Award in Health & Safety in the Workplace** (3 courses)
- ▶ **Energy Saving Workshop** (2 sessions)



34
Course dates
available

A combined
saving of
£20,892
for
businesses

793
Hours of
accredited
training

91
Employees
received free
training

SUMMARY OF FINANCES

2022 – 2023

**The total income for the year collected was £228,549 from the BID levy.
The amount spent on BID arrangements and projects for 2022/2023 was £204,640.**

A provision of **£355** has been provided for the year end audit.

The surplus of **£24,053** brought forward will be utilised to fund specific projects and services that support the three themes for improvements in the Gadbrook Park BID business plan.

Expenditure Summary	2022/2023	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£134,947	£131,917
Theme Two – A Connected and Supported Business Park	£64,693	£61,597
Theme Three – A Greener, Cleaner and Sustainable Trading Environment	£12,448	£9,254
Administration Costs	£2,384	£1,872
Total For year	£214,472	£204,640

Income	2022/2023	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£232,100	£228,549
Interest received in the bank account	£143	£144
Total For year	£232,243	£228,693

Please see appendix one for full detail of income and expenditure from WR Partners.

PLANS FOR 2023-2024 – YEAR 4 OF GADBROOK PARK BID 3

Below is a summary of the projects and services which will be delivered during the fourth year of the Gadbrook Park Business Improvement District 3 from 1st April 2023 – 31st March 2024.

THEME ONE – SAFE AND SECURE

- ▶ CCTV and ANPR monitoring service, 24 hours a day, 365 days a year
- ▶ Gadbrook Park Security Patrol unit over the evenings and weekends, including Bank Holidays
- ▶ Free key holding service for all companies
- ▶ Continued injunction regarding illegal encampments on the park
- ▶ Rapid action protocol put in to place when illegal traveller incursions are reported on site
- ▶ Regular liaison with Cheshire Police regarding crime and security issues
- ▶ The continuation of a private parking enforcement scheme and parking deterrents
- ▶ Bike Marking Service by Cheshire Police for Gadbrook Park employees

THEME TWO – A CONNECTED AND SUPPORTED BUSINESS PARK

- ▶ Gadbrook Park Business Park Management service (BID Team)
- ▶ A full schedule of training courses and seminars free of charge to Gadbrook Park employees
- ▶ Gadbrook Park BID welcome pack for all new companies
- ▶ Business networking opportunities to encourage inter-business park trading
- ▶ Attending Job Fairs to promote vacancies on the Business Park
- ▶ Annual Christmas Carols and Mince Pies at Arabica
- ▶ Annual Gadbrook Park Quiz
- ▶ Gadbrook Park Bike to Work Day
- ▶ Developing links further with our community through engaging schools and colleges
- ▶ E-mail and regular e-bulletin updates
- ▶ Gadbrook Park BID quarterly news bulletin emailed out to all businesses
- ▶ Employee incentive scheme with Brio Leisure
- ▶ Maintenance of the Gadbrook Park BID dedicated website www.gadbrookparkbid.co.uk
- ▶ Management of the Gadbrook Park BID Twitter Account @GadbrookParkBID
- ▶ Grant support and information disseminated to businesses

THEME THREE – A GREENER, CLEANER AND SUSTAINABLE TRADING ENVIRONMENT

- ▶ Maintenance and improvement of the Gadbrook Park BID existing environmental assets
- ▶ A full annual planting and grounds maintenance schedule for the Gadbrook Park BID area
- ▶ Weekly image audits across the Gadbrook Park BID area
- ▶ Hanging baskets installed and maintained around Gadbrook Park

Gadbrook PARK BID



**For further information on the Gadbrook Park BID,
please contact:**

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BID Project Manager

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BID Co-ordinator and Training

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Jane Hough

Deputy Director for BIDs & Business

Tel: 01606 723 175

Email: jane.hough@groundwork.org.uk

www.gadbrookparkbid.co.uk

 **[@GadbrookParkBID](https://twitter.com/GadbrookParkBID)**

APPENDIX 1

**GADBROOK PARK
BUSINESS IMPROVEMENT DISTRICT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023**

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	12 months 2022/23 £	12 months 2021/22 £	17 months 2021/19 £	12 months 2018/2019 £
INCOME				
CWACC BID levy	228,549	233,715	175,500	214,436
CWACC Contribution	0	0	11,190	198
Bank interest	<u>144</u>	<u>4</u>	<u>22</u>	<u>84</u>
	228,693	233,719	186,712	214,718
EXPENDITURE				
Security	123,656	120,245	168,163	138,571
Bank charges	1	1	-	-
CCTV	8,260	11,478	18,158	10,770
Bike to work	-	-	-	767
Website Maintenance	1,079	1,427	3,235	1,218
Training	8,927	5,192	4,690	14,792
Image enhancement and maintenance	9,254	15,122	15,244	26,436
Marketing and communications	2,621	-	2,258	3,017
Networking events	1,970	-	2,012	2,220
Administration costs	1,189	2,353	785	1,928
Meeting costs	328	-	-	765
Development costs BID 4	-	-	1,179	-
BID Fund (CSR)	-	-	-	500
Traveller injunction	-	6,705	6,580	-
Accountancy	355	330	250	250
Project management and employment of estate manager	<u>47,000</u>	<u>46,471</u>	<u>62,598</u>	<u>43,989</u>
	<u>(204,640)</u>	<u>(209,324)</u>	<u>(285,152)</u>	<u>(245,223)</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>24,053</u>	<u>24,395</u>	<u>(98,440)</u>	<u>(30,505)</u>

BALANCE SHEET

AS AT 31 MARCH 2023

	2022 £	2022 £
CURRENT ASSETS		
Cash at bank	17,902	657
Due from Cheshire West	<u>26,949</u>	<u>52,458</u>
	44,851	53,115
CURRENT LIABILITIES		
Due to Groundwork CLM	(9,224)	(47,387)
Provision to complete projects	<u>(6,766)</u>	<u>(920)</u>
NET ASSETS	<u>28,861</u>	<u>4,808</u>
FUNDS		
Surplus brought forward from earlier years	4,808	(19,587)
Surplus/ (Deficit) for the year	<u>24,053</u>	<u>24,395</u>
	<u>28,861</u>	<u>4,808</u>

CLIENT APPROVAL CERTIFICATE

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

.....
Jane Hough

.....
C McLaughlin (Chair)

.....
Date

ACCOUNTANTS REPORT

FOR THE YEAR ENDED 31 MARCH 2023

In accordance with our terms of engagement and in order to assist you to fulfil your duties, we have compiled the financial statements of the entity for the period ended 31 March 2023 which comprise an Income and Expenditure Account and Balance Sheet from the accounting records and information and explanations you have given to us.

This report is made to the entity's Board as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the entity's Board that we have done so, and state those matters that we have agreed to state them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's Board, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

WR Partners
Chartered Accountants
Drake House
Gadbrook Park
Northwich
Cheshire
CW9 7RA

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Date