



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 10th January 2024
Time: 12:00pm
Location: WR Partners

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Gill Williams (GW)	CWAC
Tom Henderson (TH)	WVHT	Jane Hough (JH)	Groundwork CLM
Fran Johnson (FJ) (Treasurer)	WR Partners	Hugh Shields (HS)	Groundwork CLM
Mike Roberts (MR)	Frank Roberts	Stephanie Leese (SL)	Groundwork CLM
Julie Senior (JS)	Npors		

Apologies:

Dave Brooks (DB) – Turnkey
 Mike Bracegirdle (MB) - Butcher Barlow
 Louise Blackham (LB) - RMG

		Actions
Welcome Apologies Approval of Minutes	<p>CM welcomed everyone to the meeting and thanked WR Partners for hosting.</p> <p>TH introduced himself as the replacement for Gareth Rigby for WVHT’s representation on the board. WVHT are an existing board member and TH will replace GR for future meetings. Introductions were made around the table.</p> <p>Apologies were received from LB, MB and DB.</p> <p>There were no declarations of interest.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p> <p>Actions from the previous meeting:</p> <ul style="list-style-type: none"> 6 month service of the roller shutter has been organised HS has sent an email for the planning application to the BID board HS has encouraged businesses to report issues on the portal HS has sent out email from the police 	

<p>Finances</p>	<p>JH reported back to the board on the current finances. £215,555 is the forecasted BID levy income, of the total £226,800 billed. £204,300 has been paid over to date and the collection rate is 88%. This is significantly better than previous years. £112,000 is currently in the bank account as of 4th January 2024. BID Team consistently looks for best value for money in terms of expenditure. BID’s financial BID is the end of March, the end of the term of the BID is October.</p> <p>Groundwork have worked with the Business Rates Team over the past 12 months providing contact details. MR asked what the historical debt figures were. Groundwork meets with Business Rates every 3 months. During Covid and grant distribution, Business Rates Team were able to collect email addresses and other contact details. Liability cost has been dropped if there has been a complete oversight.</p> <p>CM asked what the split was in terms of unoccupied/occupied buildings on those that are not paying the levy.</p> <p>BID will aim to keep a £70,000 figure in reserves.</p> <p>MR asked if there had been any BIDs that had dissolved. JH – some BIDS have been wound up but that was due to poor management and poor collection rates. Currently CWAC don’t charge for collection – but will do in the future. Proposal will come to JH and will be discussed at the board. This can be compared with the industry standard. HS attends monthly meetings with British BIDS – one BID was not voted in due to Covid and apathy.</p> <p>There is a variable level of fees – should this be simplified? When re-modelling for BID 4 this can be looked at. Town Centres tend to have a % rate – Industrial Estates/Business Parks tend to have a banded system. Could present a range of financial models to the board to decide which route to go down.</p> <p>MR asked if all BIDs get the funds from the local authority collection. JH is not aware of any BIDS that invoice directly. Due to BID regulations, the Local Authority has the authority to be able to serve liability orders for those that don’t pay. Groundwork wouldn’t have the authorisation to do this. Cost would be greater as a dedicated role would be required as well as collection software.</p> <p>CM would be interested in what the Software does. CM would recommend moving away from the current Software – CM will speak with the transactional services team.</p>	<p>JH to email MR regarding historical debt</p> <p>JH to provide an analysis on the historical debt.</p> <p>JH to look at financial models for BID 4.</p> <p>JH will speak with British BIDS to see if any BIDS do manage the invoicing themselves.</p> <p>GW to arrange a meeting with CM and CWAC regarding software.</p>

<p>Project Update Report</p>	<p>HS highlighted some items off the report. Alpha Omega have responded to 50 alarm calls. HS receives weekly reports regarding CCTV. Looking to put in a screen or laptop in to the security hut to help the guard. Crimes reported up to November – 5 reported crimes on the park. 1x Criminal Damage, 1x car broken in to, 1x theft and 2x violent crime.</p> <p>Follow up meeting with We-Move – MR, HS and Pete Price from Winsford 1-5 BID attended looking at a bus route between Gadbrook Park and Winsford. Waiting to hear back regarding costs and funding.</p> <p>Information sent out for the business crime conference. UK Prosperity Funding has been sent out to all businesses – 2x businesses are looking into this. Year 3 funding will be launching by April and Expenditure needs to be by end of March 2025. Information will be sent out regarding this.</p> <p>HS attended a meeting at the Cheshire Business and Skills conference. 73 new posts were advertised on Gadbrook Park last year. HS distributes to all the local job clubs.</p> <p>Annual Quiz is coming up at the end of January. Tree Muskateers will be doing maintenance work and will also be looking at clearing out the pond.</p> <p>There were no questions on the report.</p> <p>CM would like HS to get the list of keyholding contacts off Alpha Omega.</p> <p>FJ – lorries are now returning which are causing parking problems. In the past problems to the landscaping had occurred, littering and defecating on the park. Area on the A556 was cordoned off for HS2 but this is now not happening – can this be opened up again. At the moment won't be any changes until the government inform the local authorities what will happen.</p> <p>During the year, almost 100 delegates completed over 916 training hours, realising a combined cost saving of over £23,000 for Gadbrook Park based businesses.</p>	<p>HS to obtain list of keyholding contacts and also raise the issue that alarms have been going off and Alpha have been incorrectly claiming visits have been made.</p> <p>GW to make enquiries regarding the lorry layby.</p>
<p>Property</p>	<p>Discussions with Property regarding the road condition on the Business Park and Patching Work. Budget of £12,000 currently. Is this something the council contribute towards and can the BID contribute something towards it. Council does not have the budget to do this solely. CM – what is the £12,000 grounds maintenance covering?</p>	<p>GW to find out what the Park costs the Property Team.</p>

	<p>CWAC employs a local contractor who cuts the grass. Shrubs are now being maintained.</p> <p>How can the BID hold contractors accountable for the damage they are causing when doing works. CM asked what % contribution – GW – no figure provided but 50/50 could be suggested. BID should commission the piece of work and the council will contribute. CM wanted to know if this would replace the ground maintenance.</p> <p>Grounds Maintenance reduced by half and using the rest to contribute would be an option.</p> <p>Board needs to know what is going to be compromised first before making a decision. Should this be written in to the BID 4 proposal?</p> <p>Property declined attending the AGM but would attend a board meeting to discuss.</p> <p>Decision will be made via email once the information comes through from CWAC.</p>	<p>GW to find out what on the service charge goes on the Security Hut.</p> <p>GW to invite Property to next board meeting.</p> <p>HS to speak with PropertyWise to get a revised quote.</p>
<p>BID 4</p>	<p>AG sent over a BID 4 Proposal Document to review. Consultation will be started as soon as possible, 84 day notice need to be submitted by the beginning of February. Current BID runs out on 31st October and a new BID would start on 1st November. BID 4 could run until the end of March. Usually a good turn out rate and exceptional ballot results on Gadbrook Park. Will consult with businesses, look at what businesses want to sustain and what businesses want to see develop in the future. Looking at Green Agenda. JH will develop a draft business plan which will go out to consultation, before a final proposal document and ballot. UK engage would conduct the ballot – very responsive and based in Stockport.</p> <p>MR – 13 empty properties on the park – how many businesses does this represent and what proportion of the ballot does this represent? Need to ensure the correct person and address for the ballot papers is listed. If they do not turn out to vote the vote does not count. CWAC usually vote in favour of the BID – senior management need to approve this. It will be the named address on the 42 day notice. Ballot is taking place in July. 3 buildings with CWAC are in legals – work with new tenants.</p> <p>Timeline of the processes needed to adopt through to July.</p> <p>Costs are consistent with BID 3. Phase 3 of managing the BID voting process – Groundwork will conduct all the legal notifications and monitor the vote process.</p>	<p>JH will speak with Gemma regarding BID 4 votes for CWAC.</p>



	There were no questions and the proposal was approved.	
AOB and Date of next meeting	NPors working with Fifield Glyn regarding bins. <u>Date and time of next Executive meeting:</u> 28 th February 2024 – 12:00pm at MIS.	