



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 28th February 2024
Time: 12:00pm
Location: MIS

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Gill Williams (GW)	CWAC
Fran Johnson (FJ) (Treasurer)	WR Partners	Adam Gerrard (AG)	Groundwork CLM
Tom Henderson (TH)	WVHT	Hugh Shields (HS)	Groundwork CLM
Mike Roberts (MR)	Frank Roberts	Stephanie Leese (SL)	Groundwork CLM
Louise Blackham (LB)	RMG	Andrea Morley (AM)	Groundwork CLM
Dave Brooks (DB)	Turnkey	Tim Dodd	CWAC
Mike Bracegirdle (MB)	Butcher Barlow Solicitors	Olwyn Dean	Rudheath Parish Council

Apologies:

Julie Senior (JS) - Npors

		Actions
Welcome Apologies Approval of Minutes	<p>CM welcomed everyone to the meeting and to MIS. Introductions were made around the room.</p> <p>Apologies were received from JS.</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"> • GW to invite Property to the next meeting – Property are attending this meeting • JH to speak to MR regarding Historical Debt – AG has this info to share with the board today • Financial models for BID 4 – JH is currently preparing these • Speak to British BIDs regarding levy collection – JH has spoken to British BIDS and has to be done through a local authority • GW to arrange a meeting with CM – this has been arranged for March • HS to get a list of keyholding contacts – HS has this – 47 businesses on the list with Alpha Omega • HS to get new quotes for pothole repair – HS has done this 	<p>ACTION - JH to prepare financial models for BID 4.</p>

	<ul style="list-style-type: none"> • JH is speaking to Gemma Davies regarding BID 4 votes – positive • GW has sent information to HS regarding information on a lorry layby on the A556 – still under lease to HS2 until 2027. Property can see if HS2 can help with lease obligations • GW to speak with Property regarding the Service charge for the Business Centre and what it is spent on. There is a Ground Maintenance contract with grass cutting in the Business Centre. TD has looked at what is being sent and where the money is coming from. CM pays to maintain his own grass property. TD - If the money is being paid for something that is not needed – the money can be spent on elsewhere. The BID has also paid in the past when this was not being done. 	<p>ACTION – TD to get detailed information on what the service charge is being spent on and what business contributes what.</p>
<p>Finances</p>	<p>Accounts were displayed for the board. No change in terms of expected levy income. Key updates regarding levy income are regarding outstanding debt. Total debt since BID 2 of £39,459. £26,000 of this debt is from the previous year. Will be a meeting tomorrow regarding the outstanding debt – this is expected to go down as businesses go in to payment plans. MR – do the companies pay like Business Rates? There is a monthly option for businesses to pay. Collection rate is 88% which is a positive collection rate and is likely to increase after the meeting with Business Rates. Oldest debt is from 2017 and for around £225.</p> <p>FJ has gone through the accounts. Total and actual cost is displayed.</p> <p>Some suppliers send invoices quite a while after the time which impacts the quarterly accounts and reconciliations. Water and electricity bills were only sent over the Christmas period so these will be shown in the next set of accounts.</p> <p>8 months of security costs – again supplier is delayed in sending invoices across.</p> <p>Training budget is on target - £8200 has been spent so far, £1800 left which is allocated to be spent.</p> <p>BID is not under budget for the year, there is just a delay in the spend showing in the accounts.</p> <p>BID 4 – the council will be adopting a charge basis for managing the BID levy. There will be a new operating agreement. This will state what the BID will pay in terms of charges, but in principle will create an SLA with obligations of the council in terms of collection timings.</p>	<p>ACTION: AG to send full accounts to board.</p>

	<p>Once this agreement is finalised, this will go to the board for signing off. CWAC will invoice the BID.</p>	
<p>Property Update</p>	<p>£12.5k quote to get the road up to scratch to get it as an adopted road. The quote for the potholes to be filled in is £4,488 +VAT. The question was whether the cost would be shared between Property and the BID. Other questions surrounding whether Property would pay for this going forward or if the BID would be expected to pay.</p> <p>Property – this is not a unique situation – in the borough there are many unadopted roads with no maintenance programme. CWAC may look to seek legal advice or speak to users of the road to contribute. MB – where does Highway’s responsibility finish? It finishes at the Security Hut.</p> <p>Highways Team have a statutory duty. The private Properties section of the road has no plan. Service Charge was meant to be used for maintenance of the roads. Of the Service Charge that has been set – what is the budget and what will it be used for? There is a legal obligation to tell tenants what the service charge will be used for. The Service Charge needs to be more transparent. AG asked if there was a sinking fund? MR – BID previously looked at building footpaths but it was extremely expensive. MB – if somebody has an accident who will the sue – won’t be the BID – it will be the landowner – CWAC. If the BID filled the potholes, this would be with permission of the landowner (CWAC). Ideal short term solution would be to look at the service charge collected to date and use that money to fund filling in the potholes.</p> <p>MR – could the BID look at paying for the cutting of the grass.</p> <p>The car park at Turnkey has never been resurfaced – long overdue.</p> <p>Cadent and UU don’t put the road back after works and this contributes to pothole creation.</p> <p>MR – is there a service charge at Winsford by CWAC? Some properties do pay a service charge – Meridian House.</p> <p>Property Team does not have a statutory function – it acts as the agent for the Council as the landowner. Has to follow statute in terms of health and safety.</p> <p>As a Managing Agent – Properties manage the service charge. Not ICS accredited. Property will present the issue to the council and establish if there is a legal duty. Would recommend that this expenditure would be a good thing and if there is council budget then TD would</p>	<p>ACTION: HS to get quotes and prices for cutting the grass.</p> <p>ACTION: TD to speak to the council regarding the expenditure to have the road repaired (£12.5k).</p>

	<p>recommend the council go ahead. BID already provides an incredible amount of value to the Business Centre including the CCTV and the Security Guard service. TD will put the case forward for the full cost.</p> <p>The cost for the whole set of pot holes is £12.5k. The £4.5 covers the pot holes only at Security Hut. TD will distinguish between the pot holes on the adopted section and the unadopted section. The £12.5k will most likely increase now as the quote was from last year. £4.5k would be the bare minimum, ideally would like the £12.5k funding.</p> <p>Can explore outsourcing other maintenance programmes out to the BID. BID 4 Consultation has shown that businesses say the state of the roads on Gadbrook Park is a real issue.</p> <p>The board thanked Tim for attending.</p>	<p>ACTION - AG to send a clear map of all the potholes on the Business Centre to TD.</p>
<p>BID 4</p>	<p>AM reiterated the dates for the BID 4 ballot. 84 Day Notice has been issued to CWAC. Groundwork will be using UK Engage as the ballot company. UK Engage have been positive in the past two ballots and as a local company based in Stockport can deliver the ballot papers in person. Businesses will receive the 42 day notice on the 30th May. Ballot Papers will come out on the 13th June. BID ballot papers can be dropped off by the BID Team. End of the ballot is the 11th July.</p> <p>Businesses are encouraged to complete the consultation – 13 responses so far so the deadline will be extended. Responses showed that the state of the roads at Gadbrook Park were a concern. 10 responses so far said they would vote yes, with 3 undecided. HS will speak with businesses where ballots are going to Head Offices to see if the ballot papers can go local instead.</p> <p>MR asked if there was a list of those that voted in the ballot last time? JH will look in to this.</p> <p>If going to Head Office, local manager can speak with Head Office and if authorised can sign the ballot paper.</p> <p>BID Team will start to create a draft business plan which will go out to consultation and will require feedback. This will also be signed off by the BID Board. This feedback will generate the final business plan. There will be no change in that process. The board will feedback on the draft business plan before it goes off to consultation.</p>	<p>ACTION - JH to look at previous list of who voted in previous ballot and to see if they are still on Gadbrook Park.</p> <p>ACTION - JH to share draft Business Plan and Proposal Document with BID Board for approval once complete.</p>
<p>Project Update Report</p>	<p>HS ran though the report. 2 Alarm calls in January at Close Brothers and Langdale House – no issues. HS gets monthly reports from Alpha Omega and the CCTV. Monthly meetings with Alpha Omega and</p>	

	<p>Onetek. 6 reported crimes on Gadbrook Park for 2023 – theft, car crime, criminal damage, and violence.</p> <p>The Venue at Rudheath – will be holding an Executive Meeting there in the future. HS will be visiting to look at the facilities.</p> <p>HS – no decision yet on the planning for the houses. No businesses have objected to houses being built on the estate. If no businesses object the planning is likely to be approved. Consultation is still open until a decision has been made. GW has responded. Planning Portal – go on to public comments and either agree or oppose with any comments.</p> <p>Training schedule is all well attended and the schedule has been set for the whole of 2024. 122 delegates were trained in 2023, with a cost saving to businesses of £28,242.</p>	
<p>AOB and Date of next meeting</p>	<p>There was no AOB.</p> <p>CM thanked all for attending and closed the meeting.</p> <p><u>Date and time of next Executive meeting:</u> Wednesday 8th May 2024 – MIS at 12pm.</p>	