



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 29<sup>th</sup> April 2020  
**Time:** 10:30am  
**Location:** Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Jo Mitten (JM)	Barclays Bank
Greville Kelly (GK)	Groundwork CLM	James Coleman (JC)	The Hut Group
Hugh Shields (HS)	Groundwork CLM	Richard Trout (RT)	Close Brothers
	MIS Ltd	Dave Brooks (DB)	Turnkey
Chris McLaughlin (CM)			
Mike Bracegirdle (MB)	Butcher Barlow solicitors	Stephanie Leese (SL)	Groundwork CLM
Jane Hough (JH)	Groundwork CLM	Gareth Rigby (GR)	WVHT

#### Apologies

Name	Company		
Fran Johnson (FJ)	Howard Worth		

		Actions
<b>Approval of minutes from AGM and actions</b>	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well. Handed over to JH for apologies. Fran Johnson, Mike Bracegirdle apologies. MB later joined the meeting.</p> <p><b>Outstanding Actions:</b></p> <p>Highway improvement work. HS updated the board – he has had a lot of complaints from companies regarding potholes. HS believes they have been filled in now – MR confirms the whole road has been done as well as down the A556.</p> <p>Entrance work – there was some concerns this wouldn't be taking place as the work would need to have been done by the end of March however as long as a shovel has been put in the ground it classes as work having started. JH will speak to Cllr Cooper to see if there are any updates around the project. The Minutes from the AGM were approved as a true and accurate record.</p>	<p>JH to speak to Cllr Cooper on an update on the entrance works.</p>
<b>Accounts</b>	<p>JH has sent a revised set of accounts over to the board. Currently looking at Q1 and running within budget at present. JH explained the actual security patrol costs is only for 2 months as Alpha Omega hadn't submitted an invoice. The Actual figure for Q2 includes the final Q1 cost. The BID usually accounts for things as they come in to the bank account and as they are received by finance. MR asked if it</p>	

	<p>can be accrued and put in to Q1. MR feels it makes it look like Q1 had been a good month and made a saving when this wasn't the case, so feels it should be accrued and put in to Q1 so it doesn't look misleading. JH will speak to Alpha Omega to put invoices on time. JH will speak to RJ about putting in an accrual for Q1. No questions on the accounts.</p>	<p>JH to speak to RJ at GWK CLM to put in an accrual for Alpha Omega costs for Q1.</p>
<p><b>Project Update Report</b></p>	<p>JH explained the BID team have put together an action plan and recovery plan. HS has been telephoning all companies on the estate to discuss their needs and whether they needed any grant support from the government. There had previously been issues with travellers on the site. The BID had provided security to prevent any issues and looked at a barrier, plus kept in regular dialogue with the businesses affected.</p> <p>Covid 19 – JH explained there have been incidents with staff walking around on the park in big groups – this is being picked up on the cameras. Local PCSO came on to site last Friday as it was an every day experience that companies were ringing up about. The PCSO provided advice to groups that weren't using social distancing measures.</p> <p>Quiz night – 15 teams took part and it was a successful evening. HS would like to get more companies involved in the quiz. HS feels there should be more events where businesses can meet each other and find out what they all do.</p> <p>Website – continues to provide information to businesses and investors. Will be taking a look to see what changes can be made and to keep it all up to date.</p> <p>Business Survey – MR stated that when things get back to normal and people are able to work he would like to see a mini survey of what employee numbers look like on Gadbrook Park at that time. Working patterns and working practices will change. Chris from Caffè Arabica is worried how the café will fare. CM informed the board he rang employees to check they were ok – employees were missing coming in the office and missed the friendships at work.</p> <p>Training courses – SL informed the board that these are currently postponed due to Covid-19. SL is looking to see if there are any training courses that can be done online. Once lockdown is over training will recommence.</p> <p>Greener/cleaner – HS explained that there are £2k - £20k worth of energy grants for businesses looking to make changes in their business in terms of carbon footprint as part of a new project.</p>	<p>HS and SL to look at Gadbrook website to see what improvements can be made.</p> <p>SL to investigate online training courses.</p>

	<p>Supporting Businesses – HS has been telephoning businesses and sending emails – every business on the business park has been contacted to see what their current situation was and offered advice on grants and to get emergency contact. 45 businesses were contacted via telephone. 16 businesses remain open. 5 businesses had no answer so emails were sent out. 2 businesses have closed and are working from home. Staff have also been furloughed. Businesses have concerns that they are not receiving payments from bigger companies so cash flow is a real issue – some businesses aren’t able to access any grant payments. If they are over the threshold of rates or are not classed as leisure/retail/hospitality they cannot access any grants. JH is linked in to the gold command group for business and economy - Covid 19 emergency steering group for CWAC. In terms of the businesses that are falling through the gap – this information is being fed in to Andrew Lewis – Chief Executive of the Local Authority and also the Cheshire and Warrington LEP. This information is going up the channel to central government. If this continues for much longer there may be another round of funding and further decisions may be made to provide further support to businesses. HS reported that businesses are working with each other and HS has also been helping with recruitment.</p> <p>HS informed the board that the Spring bulletin has been produced and has been distributed to members.</p> <p>There were no questions on HS report.</p> <p>GK reported to the board that there is an action in terms of an ongoing piece of work regarding target hardening the business park – once lockdown has finished it wouldn’t be a surprise to see the situation with the travellers happen again. There has been an offer to support from the Cheshire Police Traveller Liaison Officer to look at individual premises and the Business Park as a whole so that if there are any future incursions the BID is equipped to deal with it.</p> <p>HS has spoken to Lee at Onetek – he would like a security group to meet once a quarter and would like a lead member from the board to join the meetings. This is a good step forward as the park has not previously experienced anything of this nature before in terms of the travellers. Gadbrook Park doesn’t want to be seen as a target every time an illegal encampment is looking for somewhere to stay.</p> <p>There were no further questions.</p>	<p>HS to arrange security group members.</p>
<p><b>Project Plan – April – June 2020</b></p>	<p>JH has shared the project plan with the Board. GK and JH have been speaking with CWAC around the issue of the BID levy. The BID levy invoices should have been issued in April but invoices haven’t been sent out yet. There is a concern around collection rates at CWAC –</p>	

	<p>however this is more surrounding retail but there is still an element of risk.</p> <p>CWAC will pay the normal 45% they would usually pay in April – invoices from Groundwork have been issued already to the local authority and this money should come in over the next 4 weeks. The Local Authority will issue BID levy invoices in 2nd week of May where the levy will be payable in June. CWAC have turned around over 5,000 grants out of 6,000 and are now dealing with the query pile where there are issues.</p> <p>SL is issuing e-certificates for training courses that have taken place. SL explained to the board there has been an extension on certificates that were going to be expiring for 3 months with regard to First Aid, which will ensure that everybody is covered and qualified during this period. SL is looking at online training options. This would be a good chance to push out MicroLearn online training again to businesses as the BID already has an account set up.</p> <p>JH went through the project plan with the board. In terms of security the manned security patrols will continue. There has been no intel on any illegal traveller encampments on any of the BIDs since lockdown. JH asked if any board members have any feedback about unusual activity on site? Alpha Omega provide intel on the site – they have reported no criminal activity intel. JM explained that there have been no issues at Barclays and there is a supervisor on site. The PCSO will continue to respond so social distancing.</p> <p>Estate Management Service – here to provide support and advice which the BID Team is doing on a daily basis – each business has their own set of issues and concerns.</p> <p>JH explained the team will conduct quarterly BID board meetings – Zoom works well so happy to have meetings online. The production of the monthly accounts will be shared with Fran Johnson. JH asked if there are any questions – the Board agreed this sounded good.</p> <p>CM asked if there would be a deep clean of the offices and whether anyone has looked at doing something like that? HS will send CM details.</p>	<p>SL to look at online training options. SL and HS to push out Microlearn training to Gadbrook businesses.</p> <p>HS to send CM details on office deep cleansing.</p>
<p><b>AOB and Date of next meeting</b></p>	<p>There was no AOB or further questions.</p> <p><b>Date of next meeting:</b> MR agreed for a catch up once a month. JH to send a zoom diary invite.</p>	<p>JH to send Zoom diary invite.</p>