



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 8th May 2024
Time: 12:00pm
Location: MIS

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Jane Hough (JH)	Groundwork CLM
Mike Roberts (MR)	Frank Roberts	Adam Gerrard (AG)	Groundwork CLM
Louise Blackham (LB)	RMG	Hugh Shields (HS)	Groundwork CLM
Julie Senior (JS)	NPors	Stephanie Leese (SL)	Groundwork CLM
Gill Williams (GW)	CWAC		

Apologies:

Fran Johnson (FJ) (Treasurer) - WR Partners, Dave Brooks (DB) – Tunkey, Mike Bracegirdle (MB) - Butcher Barlow Solicitors, Tom Henderson (TH) - WVHT

		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 MB, DB, TH and FJ.</p> <p>Conflicts of interest: Groundwork are developing BID4.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	
Finances	<p>Accounts were displayed for the board. These are for the past year. The accounts will display the forecasted spend and actual spend for each of the three themes, broken down into projects. Looking to carry forward at least £65k for the next financial year – now almost back at pre-Covid surplus levels. BID will come to the end of the 5 year term on 31st October. Will continue to produce annual financial statements from April – March. This is just a financial statement so wouldn't need to do a set of 5 months accounts unless the BID came to an end.</p> <p>CM asked what the impact was in reducing the security guard service by half as it does not look as reduced as expected. JH – hourly rate of the guards has gone up. There is one guard from 7pm to 7am. AG can do an analysis on this to see what the cost saving was. JH – can re-tender for BID 4.</p>	<p>ACTION - AG to do analysis on cost savings with 1 guard with Alpha Omega.</p> <p>ACTION - AG will re-tender in the new BID terms for the Security Guard Service.</p>

	<p>AG displayed the forecasted spend for the next year (24/25) £204k is the predicted spend.</p> <p>There were no further questions on the accounts.</p>	
<p>Pothole Update</p>	<p>GW left the room. GW has done a great job and her team have found £8k for pothole repairs. To enable all of the potholes to be repaired the BID will need to put a contribution towards the repairs, which would be £7,700. There is a healthy surplus and the surplus would still be healthy afterwards with £65k remaining. There are a lot of complaints from businesses regarding the state of the roads and also in the BID 4 consultation. CM – in favour of the BID contributing – that is what the surplus is there for. MR, JS also in support. LB also in favour – only concern is that the Property Services won’t look to do anything in the future. Road is not adopted and unfortunately the road is only going to continue in the same way. Board is not setting a precedence. AG will speak with other board members for final approval.</p> <p>GW recognised this is not a great resolution with regards to the Property Team. GW can facilitate meetings with CWAC and the Mid-Cheshire BID boards. This would be for engagement with the council. Session needs to be structured to be a positive session. GW – invite all 3 council representatives to the meeting and find a suitable venue in a business premises with a room big enough and decide who from each BID is involved.</p> <p>The vacant units and their appearance is an issue which is causing problems with break-ins.</p> <p>MR – there will be a private sector body to advise on the replacement on the LEP – LEP is in its last year now. Would like a BID representative on the advisory board from the BID’s or Groundwork. Could be a collective opportunity to comment on service charges, especially if BIDs are contributing to things the service charges should be paying for. GW – there are 20 places on the advisory board. GW has suggested Groundwork to join or a BID chair. Groundwork has a huge reach with businesses in the Cheshire area through the BIDs.</p> <p>Policy decision from CWAC that any new lease renewals had to be subject to service charges. Council could apply service charges and the BID cannot duplicate these. Alternatively the council could scrap service charges and the BID take over the services.</p>	<p>ACTION - AG to speak with other board members regarding potholes decision.</p> <p>ACTION – JH to host a Mid-Cheshire BIDs meeting and invite the council representatives. Floor could be opened out for discussions and themes.</p> <p>ACTION – HS to share LEP replacement with businesses.</p> <p>ACTION – JH to look at joining the Advisory board.</p>
<p>BID 4</p>	<p>JH will send over the draft business plan. The business plan looks to retain what is already delivered as well as new areas to support the business community. Draft Business Plan consultation will be running until the 24th May. HS and AM will be engaging with businesses to gain the feedback on the draft business plan. UK Engage has been</p>	

	<p>appointed to run the ballot. They allow a courier service to hand deliver ballot papers. HS and SL have been engaging with businesses to get local votes. There is an operative agreement for BIDS with Groundwork and CWAC which sets out what the council will do in terms of the collection of the levy. GW has been working on the baseline agreements with the relevant departments. Should be a signed operating agreement before ballot.</p> <p>After feedback from the draft Business Plan, JH will pull together the final proposal document that complies with the BID regulations and this should be ready for the start of June. Timeline has been pushed back by two weeks. Instruction of ballot should come over Monday 3rd June. 42 day legal notice will go out on the 13th June. Ballot papers will go out on the 27th June – 4 week ballot period via post. Thursday 25th July will be the final day.</p> <p>Last BID was modelled on the 2017 valuation list. 2023 valuation list for BID 4 – car parks went down, business premises went up. The smallest band as a result would have moved up to the next band which was quite a jump – JH felt this was unpalatable. JH will look to lift the lowest RV band from 6k to 10k. Various companies would move bands so the bands have had to be amended as a result. This would bring income of around £240k per year if profiled this way. Would also propose a 1% increase from years 2-5 which is what was done in BID 3.</p> <p>Could create a document which shows what the RV of each business is, as well as the proposed yearly BID levy for each business per the proposed banding system.</p> <p>MR – could you propose possibly another increase in the 3rd year? JH – needs to be specific what it needs to be raised by.</p>	<p>ACTION - JH will check the BID regulations regarding optional levy increased if needed in year 3.</p>
<p>Project Update Report</p>	<p>There has been a break in at the Barclays buildings. Owner was contacted to make the window secure.</p> <p>HS gets weekly reports from Alpha Omega on the CCTV and the Dyster Points. Have not been many issues. From January – March there have been no reported crimes on Gadbrook Park.</p> <p>HS has sent out a lot of information to businesses regarding SPF funding. Some businesses have had grants from this. Various other opportunities available including Boot Camps and Carbon Initiatives.</p> <p>GW – support packages available from government until March 2025. Hubs will be taking place in Cheshire.</p>	

	<p>Two new businesses on the Business Park, one is a new gym and looking at a partnership with the BID for a discount for businesses.</p> <p>HS and GW have been chasing up Highways regarding the entrance of Gadbrook Park – this is looking to be sorted for June.</p> <p>Tree Muskateers have been doing the maintenance and the BID will be putting up hanging baskets again for the summer. Benches have been maintained.</p> <p>Mini Police Project are looking to do some work on the underpass and some of the land the BID maintains. Looking at artwork to brighten up the underpass.</p> <p>90 delegates have been trained over the past 12 months. This is a cost saving to businesses of £20k. Over the past 5 years, 286 delegates have been trained with a total cost saving of £68k.</p> <p>In terms of reporting for the future, looking at improving the customer relationship system. Could look at government funding to contribute to training.</p>	<p>ACTION – SL to speak with GK regarding chamber funding for training.</p>
<p>AOB and Date of next meeting</p>	<p>AOB – MR – is there an opportunity for the next BID to increase the geographic area and the Morrisons depot? JH – have tried to engage in the past and they don't engage. Are difficult to engage with in their retail locations – they were not as positive as some national retailers. Last time they were spoken to, they did not see the benefit as they are not close enough, and there would be no return on investment in paying 7k a year in to the project. Boundary has been retained where land would be redeveloped – anything built there would automatically come in to the BID when they enter the rates list. GW – there is planning for the SW of Gadbrook Park.</p> <p>LB – can it be explored if businesses can collaborate for work experience for students. To give a week of time is a lot to find meaningful things for year 9/10 students to do. Could do a couple of days at different businesses.</p> <p>CM thanked all for attending and closed the meeting.</p> <p>Date and time of next Executive meeting: 12th June 2024 – AGM – The Venue, Rudheath – 12:00pm.</p>	<p>ACTION – GW/HS to send JH the planning application for the SW of the park. JH to check if this is in the boundary.</p> <p>ACTION – HS will send an email to businesses regarding collaborative work experience.</p>