



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 7<sup>th</sup> August 2024  
**Time:** 12:00pm  
**Location:** MIS

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Gill Williams (GW)	CWAC
Mike Bracegirdle (MB)	Butcher Barlow	Jane Hough (JH)	Groundwork CLM
Tom Henderson (TH)	Weaver Vale Housing Trust	Hugh Shields (HS)	Groundwork CLM

**Apologies:**

Fran Johnson (Treasurer) - WR Partners (FJ)  
 Dave Brooks – Turnkey (DB)  
 Julie Senior- Npors (JS)

Louise Blackham -RGM (LB)  
 Mike Roberts- Frank Roberts (MR)  
 Stephanie Leese – Groundwork CLM (SL)

		Actions
<b>Welcome Apologies Approval of Minutes</b>	<p>CM welcomed everyone to the meeting and to MIS. Introductions were made around the room.</p> <p>Apologies were received from FJ, DB, JS, LB and MR.</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> <p>JH pointed out to the board that the meeting wasn't Quorate.</p> <p>JH asked for a meeting with CM to discuss whether to keep the constitution for BID 4 or change it to a term of reference.</p>	
<b>Finances</b>	<p>Finances: JH</p> <ul style="list-style-type: none"> <li>The BID financial year runs from November to October, but reporting is aligned with Cheshire West and Chester and Groundwork from April to June.</li> <li>Current available cash flow is £187,706.</li> <li>Security budget for the year is £120,000, with £35,000 spent so far.</li> <li>Projected income for the year is £296,706, with predicted spend of £223,154, leaving a carry forward of £73,552.</li> </ul>	<p><b>Action:</b> AG/HS to obtain 3 tenders for Security</p> <p><b>ACTION:</b> The board will review the security cost analysis paper and provide a nominated board member to join in the tender process. The tender process and findings will be put out to the wider</p>

	<ul style="list-style-type: none"> <li>Any new projects or initiatives will require board approval before proceeding.</li> </ul> <p>Security Cost Analysis:</p> <ul style="list-style-type: none"> <li>The security provider, Alpha Omega Security, has been in place for 12 years since the last tender process in 2012.</li> <li>The hourly rate has increased from £13.72 in 2022 to £15.05 in 2024.</li> <li>Staffing reductions in 2023 have resulted in £24,000 in cost savings so far.</li> <li>The BID is satisfied with the service quality and value for money provided by Alpha Omega, but will look to obtaining 3 tenders.</li> </ul> <p>There were no further questions on the accounts.</p>	<p>board for feedback and approval.</p>
<p>Pothole Update</p> <p>Mid Cheshire Meeting</p> <p>Business Advisory Board</p>	<p>GW – The Property Team is responsible for the pothole repair work on council land, acting as the commissioning agent, which has caused delays. The team member in charge is currently on annual leave, but the Property Team has committed to addressing the issue upon their return. The plan is to complete the work over approximately three weekends, aiming to minimise disruption to Gadbrook Park users.</p> <p>JH proposed hosting a meeting with Mid Cheshire BIDs and Council representatives. The meeting, originally planned for autumn, was postponed due to several factors; Local elections, Appointment of a new Police and Crime Commissioner, General election and the council's recruitment process for a new Deputy Chief Executive. JH suggested scheduling the meeting for October/November. She emphasised the importance of clarifying the meeting's objectives, proposing a focus on:</p> <ul style="list-style-type: none"> <li>Council's priorities for regeneration and economic development</li> <li>Business support strategies</li> <li>The Council's strategic direction</li> <li>Alignment with Cheshire &amp; Warrington sub-region plans</li> </ul> <p>JH- has submitted an application to join the Business Advisory Board of Enterprise Cheshire and Warrington, which replaces the former Cheshire and Warrington Local Enterprise Partnership. This new board will include diverse members from Cheshire East, Cheshire West, and Warrington. JH is awaiting feedback on her application. This presents a significant opportunity to strongly represent the businesses' interests.</p>	<p><b>ACTION</b> – GW/HS to follow up with the property team/Contractor</p> <p><b>ACTION</b> – JH to host a Mid-Cheshire BIDs meeting and invite the council representatives.</p>

<p>Training - UK Shared Prosperity Fund</p> <p>Work Experience</p> <p>BID 4 Update:</p>	<p>GW - reported that funding is available through the UKSPF and the Chamber of Commerce is the designated delivery partner. Grants are available of up to £2,000 per organisation.</p> <p>HS - to distribute information to businesses about collaborative work experience opportunities. This initiative involves partnering with The Pledge and local schools. Currently, HS is awaiting information from The Pledge to disseminate to businesses. Once received, HS will send out the details to the relevant businesses.</p> <p>JH - pleased with the results and turnout. Gadbrook Park achieved a 47% turnout, it was fantastic result with 94% in favour by number and 98% in favour by ratable value. This is considered good in the BID industry, especially given Royal Mail challenges. This will be raised with British BIDs, who are reviewing regulations which have been unchanged since 2004 - discussions will include postal vs. electronic voting methods.</p> <p>Team to begin operational delivery on November 1<sup>st</sup> and focus on delivering promises outlined in the proposal document. The team will prepare first-year budget aligned with projects, including ongoing and new initiatives. JH noted this as one of the best ballot results seen in a long time and emphasised the start of a new project phase with BID 4.</p> <p>GW - mentioned about doing celebratory event, which JH asked the board to consider in the future</p>	<p><b>Action:</b> SL to discuss with GK the possibility of accessing this funding for BID training.</p> <p><b>Actions JH/HS:</b> Present financial budget profile for board approval at the next meeting. Decide between constitution or terms of reference approach (to be discussed with Chair). Conduct open call for board members: all to stand down and seek re-election for the new term.</p>
<p><b>Project Update Report</b></p>	<p>HS - The BID team met with Alpha Omega and OneTek to improve CCTV efficiency, focusing on reducing camera downtime and speeding up footage retrieval for police. AG is developing an app to streamline reporting and maintenance, which will send information directly to Alpha Omega for faster police response. This aims to resolve current issues effectively.</p> <p>HS - since the last meeting, Alpha Omega responded to eight alarm calls. In each case, there were no signs of forced entry. The businesses were notified, but no police involvement was necessary.</p> <p>HS gets weekly reports from Alpha Omega on the CCTV and the Dyster Points. Have not been many issues. From March - May there have been no reported crimes on Gadbrook Park.</p> <p>HS has sent out a lot of information to businesses:</p>	



	<p>King's Award for Business Excellence: there was an online briefing on Thursday to provide guidance on applying for the King's Awards for Enterprise, which can greatly enhance a business's profile.</p> <p>HS - BID 4 Ballot Success: The Gadbrook Park BID 4 ballot was very successful. The team is excited to implement the 5-year business plan and looks forward to your continued support.</p> <p>GW spoke about the importance of the Employment Land Study: Cheshire West and Cheshire Council, with Icen Projects is conducting a survey on future employment land needs for their upcoming local plan. Businesses were encouraged to participate before the August 9<sup>th</sup> 2024 deadline.</p> <p>Northern Powerhouse Investment Fund II: A £660 million fund launched on March 21<sup>st</sup> 2024 offers finance options for businesses. Events will be held across the Northwest.</p> <p>GW Employer Training Grant: Up to £2,000 is available for employee training through the West Cheshire &amp; North Wales Chamber of Commerce.</p> <p>GW The planning proposal for housing development on the business park was rejected by the council.</p> <p>HS Gadbrook Park Entrance Work: The entrance improvement project is underway in three phases. Phase 1 (clearing and weed treatment) is complete. Phase 2 (soil preparation) begins in four weeks, followed by Phase 3 (regular cutting and fertilizing) over the next three months to establish grass.</p> <p>2024 Ground Maintenance: Tree Musketeers are progressing with general ground maintenance for the business park. Updates will continue.</p> <p>Hanging Baskets: Vibrant hanging baskets, funded by the BID, have been installed, enhancing the park's appearance.</p>	
<p><b>AOB &amp; Date of next meeting</b></p>	<p>AOB – There was no other businesses</p> <p>CM thanked all for attending and closed the meeting.</p>	

**Date and time of next Executive meeting:** 6<sup>th</sup> November 2024 at MIS.