



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 6<sup>th</sup> November 2024  
**Time:** 12:00pm  
**Location:** MIS

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Phil Lomas (PL)	PropertyWise
Fran Johnson (Treasurer) (FJ)	WR Partners	Gill Williams (GW)	CWAC
Louise Blackham (LB)	RMG	Adam Gerrard (AG)	Groundwork CLM
Hugh Shields (HS)	Groundwork CLM	Stephanie Leese (SL)	Groundwork CLM

#### Apologies:

Mike Bracegirdle (MB) - Butcher Barlow  
 Dave Brooks (DB) - Turnkey  
 Julie Senior (JS) - Npors

Tom Henderson (TH) - Weaver Vale Housing Trust  
 Mike Roberts (MR) - Frank Roberts

		Actions
<b>Welcome Apologies Approval of Minutes</b>	<p>CM welcomed everyone to the meeting and to MIS.</p> <p>Apologies were received from DB, JS, MR, MB, and TH. The meeting is not quorate.</p> <p>Conflicts of interest: There were none.</p> <p>The Minutes from the previous meeting will be emailed out to the board for approval.</p>	<p><b>Action:</b> HS to email previous minutes to the board for approval.</p>
<b>Finances</b>	<p>Finances: AG</p> <ul style="list-style-type: none"> <li>£188k further income has been forecast.</li> <li>Business Rates will be sending out the invoices for 1<sup>st</sup> November – 31<sup>st</sup> March on the 14<sup>th</sup> November and payment will be made in December with a predicted income of £98k.</li> <li>£109k has been spent so far this year with an estimated spend of £226k. Next year the security costs will go up with National Minimum Wage and National Insurance.</li> <li>FJ – is the BID paying for the Business Rates Team’s services yet? AG – not yet. Will start paying from April next year and will be around £1600 for the 5 month period of April to November.</li> <li>Levy collection rate is still good despite empty units – agents manage these and they are still collecting the levies.</li> </ul>	

<p><b>Project Update Report</b></p>	<p>There were no further questions on the accounts.</p>	
	<p><b><u>Security</u></b></p> <ul style="list-style-type: none"> <li>• HS continues to get reports from Alpha Omega on a weekly basis.</li> <li>• There has only been 1 reported crime on Gadbrook Park this year (anti-social behaviour).</li> </ul> <p><b><u>Business Centre Lights</u></b></p> <p>There is still an issue with the CWAC Property Department as 7 lights are out on the Business Centre and have been since May. As these street lights are not on adopted highways standard roads, highways won't fix them. The lights sit under property and there is no budget for these to be repaired in the Property Team. CM – why have the bulbs gone when they were recently changed to LEDs?</p> <p><b><u>Landscaping</u></b></p> <ul style="list-style-type: none"> <li>• Highways commissioned a company to repair the entrance in June with a 12 week programme. Oakwood have been commissioned to do the work. This has not happened yet.</li> <li>• HS will keep on top of the landscaping to ensure it is completed before the spring.</li> <li>• Scheduled grounds maintenance is undertaken by Tree Muskateers.</li> <li>• The hanging baskets have been removed now</li> </ul> <p><b><u>Events</u></b></p> <p>Gadbrook Park Quiz has been planned for 4<sup>th</sup> February 2025. This will take place at Vale Royal Abbey.</p> <p>Menopause workshops will be taking place in November – HS has delivered posters to advertise which have gone down well. This method of marketing will be used for other events/sessions.</p> <p><b><u>Caffe Arabica</u></b></p> <p>Caffe Arabica has closed down. There was equipment in the café that has now been removed. The TV has been removed as this was BID property – the BID also owned a Defib – this can be made in to an</p>	

	<p>external one and put on the Security Hut. Currently the location of the defib is not known. The TV will be moved to the security hut.</p> <p><b><u>New Schools on Gadbrook</u></b></p> <p>There will be a new SEN school on Gadbrook Park while a planning application for a Faith school has also been put forward for the smaller or the two Barclays buildings. With regards to the Faith school there will be taxis that pick up and drop off children. The SEN school will be via school transport.</p> <p>The travel plan has suggested a maximum of 302 vehicles per day for the Faith School. Their travel statement is saying it is fewer vehicles than at Barclays. Businesses can respond in planning terms – if businesses are concerned around the travel aspect then businesses need to state this. There will be 20 staff and 118 -126 pupils. At the SEN school there will be 107 pupils.</p> <p>HS will send an email with the information for comments on the planning. Can have information on a general update on planning and vacant properties with information on how businesses can comment with the date of when the planning comments need to be submitted by.</p> <p><b><u>Training</u></b></p> <p>Training courses have been taking place during September/October along with online seminars and workshops. More are scheduled for November with new dates coming in 2025.</p> <p>There were no questions on the report.</p>	<p><b>Action:</b> HS to send out information on planning applications and vacant units with details on how to add comments.</p>
<p><b>Security Tender</b></p>	<p>An open tender was put out for the security guard service on Gadbrook Park – there were 16 expressions of interest, 13 of which were converted in to submissions.</p> <p>A SIA/CCTV operator licence would enable the guards to watch live footage on the park – this would be an advisable feature.</p> <p>The tenders were then judged via various criteria.</p> <p>The lowest hourly rate was £15.05, the highest was £19.45.</p> <p>Alpha Omega scored top – they have enhanced the service with added value than what they currently offer. Site penetration testing would be added in to the service along with a new dashboard so the BID can see patrols.</p>	

	<p>CM – how does the cost differ from what we currently pay? The cost is 50p more per hour. They have matched the cost until April. There is estimated to be a £3.5k a year difference in cost which relates to the change from the current standard guard to a SIA/CCTV trained guard. Onetek would also charge a £1k one off cost for the installation of the live CCTV. Mirrored vinyl would be on the glass so people cannot see in to the screens on the Security Hut which the BID would manage.</p> <p>An ipad and new system has been put in to the Alpha Omega office in Crewe to assist the BID team keeping track of the patrols.</p> <p>Those present were in approval of Alpha Omega for the new security contract – AG will pick this up with other board members via email for approval.</p> <p>Some of the CCTV cameras are coming to the end of their natural life. AG would advise a rollout upgrade programme for the current cameras.</p> <p>FJ – would like it costed up separately for a rolling replacement as well as all in one go. AG will speak with Onetek to get two quotes.</p> <p><b><u>Stoford Employment Land</u></b></p> <p>It is now in the public domain that there will be a new logistics park on the land. There is water in between the two sites. There will be more HGVs and more large sheds. Comms and briefing will start in Jan/Feb in the new year. Planning application will come forward in April 2025. Probably building in 2026.</p>	<p><b>ACTION:</b> AG to send Security Tender information to board members not present for approval.</p> <p><b>ACTION:</b> AG to get 2x quotes from Onetek for CCTC camera upgrades (all in one go and a rollout)</p>
<p><b>AOB &amp; Date of next meeting</b></p>	<p><b><u>AOB</u></b></p> <p>Invest 2035 strategy is out at the moment for consultation. Industrial Strategy – consultation ends on the 24<sup>th</sup> November. Businesses would be advised to feed in to this strategy.</p> <p>Multi-modal freight consultation will be coming out in the New Year. This relates to HGVs and railway.</p> <p>UK Shared Prosperity Fund – most of the funding has now been allocated. From April there will be another business support programme available. SPF also relates to events and fully funded courses – including Digital Cheshire.</p> <p>New rules are coming in to force regarding procurement rules.</p>	<p><b>ACTION:</b> SL to ask GW for information</p>



	<p>Microsoft Office courses are available for free via VRC.</p> <p>GW would like information for transport regarding data such as HGV vehicles etc. AG can provide this for Winsford.</p> <p>CM thanked all for attending and closed the meeting.</p>	<p>on the upcoming free courses.</p> <p><b>ACTION:</b> AG will provide the data to GW regarding transport on the estates from the CCTV systems.</p>
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Date and time of next Executive meeting: Wednesday 5<sup>th</sup> February 2025 – MIS, 12pm.