



Minutes

Gadbrook Park Executive BID Meeting

Meeting: Gadbrook Park Executive Board
Date: Wednesday 29th April 2026
Time: 12:00pm
Location: WR Partners

Name	Company	Name	Company
Chris McLaughlin (CM) (Chair)	MIS Ltd	Gill Williams (GW)	CWAC
Fran Johnson (Treasurer) (FJ)	WR Partners	Adam Gerrard (AG)	Groundwork CLM
Mike Roberts (MR)	Frank Roberts	Stephanie Leese (SL)	Groundwork CLM
Mike Bracegirdle (MB)	Butcher Barlow		

Apologies:

Louise Blackham (LB) – RMG
 Dave Brooks (DB) – Turnkey
 Julie Senior (JS) – Npors
 Tom Henderson (TH) – Weaver Vale Housing Trust
 Nathan Pardoe (NP) – CWAC
 Hugh Shields (HS) – Groundwork CLM

		Actions
Welcome Apologies Conflicts of Interest Approval of Minutes	<p>CM welcomed everyone to the meeting.</p> <p>Apologies were received from JS, LB and DB.</p> <p>Conflicts of interest: There were no conflicts of interest.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p> <p>Actions from previous meeting:</p> <p>GW - Contractor had come in to fix the lighting but Alphabond turned the company away as they were on their land and they had not been informed they would be coming. HS has now spoken with Alphabond regarding permission to access the land to fix the issues. GW has tried to get in touch with the company to establish if the other lights have been fixed. AG – there is no power issue with the Alphabond light as the CCTV works. There may now be a knock on effect if cherry pickers are needed. Alphabond’s concern was nobody had informed them contractors were coming to fix the light. GW – there should be a cut off point for any complaints – 12 months is too long and this issue has been ongoing for over 2 years.</p>	<p>ACTION: HS to ask Alpha Omega guard to report back which lights are now working and which aren’t.</p> <p>ACTION: HS and GW to ensure lights are fixed and everyone is informed of the date the contractors are coming.</p>

	<p>GW – Cheshire and Warrington Combined Authority is now a legal entity and has been formed. There will be an event in June – HS will share the details of this. If any issues at present lobby councillors – there will be an election next May so councillors are keen to help.</p> <p>CM – may be worth asking Alphabond if they would consider joining the board.</p> <p>AG – Alpha Omega have conducted a survey and there are around 7-8 lorries which have left by 5am. The board agreed the desk top review was now no longer required. GW – the council will not enforce any restrictions. AG has asked HS to contact the company who’s lorries are responsible. HS has spoken with them many times in the past. The original frustration was regarding litter and sanitation issues. CM raised a concern as to whether the road will deteriorate due to the lorry parking. AG will work with HS to come up with a plan – will look to put signs up on private land saying “Illegally parked HGVs will be fined” and look at putting up cones. MR – is there any provision with the local authority to provide HGV parking? GW - Combined Authority will get significant amounts of money for transport. Part of that may be that a local lorry park is required, however there will be charges that the drivers prefer not to pay. GW – Stoford planning application is in. Plan is considered an overdevelopment by CWAC standards and it is against policy. Could support the application but ask for a condition for HGV overnight parking or waiting vehicles. GW – can be alerted to things on the planning portal. HS will share the application with everybody.</p>	<p>ACTION: HS to share Combined Authority event in June.</p> <p>ACTION: HS to approach Alphabond to see if they would like to join the BID board.</p> <p>Action: Inform relevant individuals that Lorry Review is now no longer required.</p> <p>Action: AG and HS to devise plan to deter lorries including private signage and cone use.</p> <p>Action: HS to share Stoford planning application once it is live.</p>
<p>Finances</p>	<p>AG reported on the finances. It is now year-end for the previous BID year (31st March). There is a cost of £6.5k to come in from Alpha Omega plus some buffet invoices where the invoices have not been sent. There will be a likely carry forward of around £50k to the next BID year.</p> <p>There was a security spend for facilities on the security lodge for agreed upgrades so that is above the expected budget.</p> <p>FJ – were solar panels installed? No as the roof would need to be replaced and the power generated would not be worth it after an assessment was conducted.</p> <p>AG – the Race to Zero line will be removed on the next finance sheet.</p> <p>GW - BID levy collection invoices will be invoiced. AG – there is a provision for this. Once the operating agreement has been signed AG will provide a PO.</p>	

	<p>AG – looking at 26/27 the forecasted profile for the year ahead contains the bare costs of what would be spent. Collection on Gadbrook Park is still not in a good position – it was 81% in November and is now up to around 89%. CWAC will only pay over the 50% and 40% if the collection levy is above 90%. Last year £10k was not paid over due to the poor collection level. If it had stayed at 81% then CWAC would have required money back. The level is now at 89% so £9k will be paid over. The council will again only pay over 85% instead of 90% in the coming financial year. This will result in the surplus depleting. The carry forward was £60k, for this current year it will be £50k. Forecasting for the year ahead £12k of carry forward will be eaten in to. Hopefully the collection level will reach 90%. AG has provided options to cut costs to reduce the risk of the project. Security could be reduced as an option and no further green & clean expenditure than what is already provisioned for. The schools are challenging the BID levy however there are no exemptions.</p> <p>GW – look at the debtors ledger to see how recoverable the debt is.</p> <p>MB - Grounds maintenance is important as is security. AG would recommend reduced Saturday daytime hours. CM – what impact does this have on the security tender? AG - a one year contract was signed so there is no impact. AG has been working with the commercial director at Alpha Omega. It was agreed that taking a Saturday shift off would be the best option as the guards can then be deployed elsewhere as opposed to just shortening the hours when they can't. CM – would be useful to know which businesses are still open on Saturdays.</p> <p>AG - It would be down to local authority to do the work in terms of debtors ledger. CM – does the BID get interest from non-payers? AG - there is only a non-payment fee which goes to CWAC. The BID only gets what the BID levy states it will get. AG will look into this for the next BID to see if interest can be brought in for BID 5 which would go over to the BID.</p> <p>There were no further questions on the finances.</p>	<p>Action: HS to establish which businesses are open on Saturdays.</p> <p>Action: AG to look in to whether interest can be applied and claimed as additional levy income from non-payers in BID 5.</p>
<p>Project Update Report</p>	<p>SL went through the BID Manager's report.</p> <p>Security:</p> <ul style="list-style-type: none"> • There were no security issues over the Easter Holidays. • There were no alarm call outs for March/April • There were 2 crimes reported between Jan – March – other theft and drugs. 	

Dalby Court/Willows Maintenance

FJ – HS report indicates that there was no cannabis farm found on Brunel Court and it was a false alarm – this was not the case. The police had merely raided the wrong building initially - there was a cannabis farm on Brunel Court – the report does not portray this accurately.

Supported and Connected Business Community:

- Annual Quiz took place and was a success with all tables booked
- AI workshop was held for businesses which received good feedback
- Next bulletin will be the Winter issue
- HS has attended Cheshire Central meetings
- 80 delegates were trained between 1st April 2025 and 31st March 2026 with a cost saving to businesses of £18,620. Just 2 delegates booked on to a course but did not attend.
- A new schedule of training courses has now been planned for the coming BID year. An online suite of courses are also due to be rolled out with accredited topics including project management, leadership skills, GDPR, customer service based skills and various other topical subjects.
- Call care will move in to Octagon House. The SEND school will occupy the Caffe Arabica and will also look to purchase the old MIS building to act as a secondary school.
- There was disappointment from businesses that there would not be a café replacing Caffe Arabica. CM – could we invite local food trucks to all come down together one on day, with an ice cream van? Not paid for by the BID but just inviting them to attend so employees have a choice? CM recently hired an ice cream van who will come down if £50 is guaranteed.
- The planning application for Octagon House has gone.

Greener and Cleaner:

- Hanging baskets will be installed for the summer
- Slip road has been flooding – CWAC will only clear the drains as part of pre-planned maintenance – nothing additional

FJ asked when the double yellow line painting will be completed as it is not on the report? AG – HS will find out and report back.

Dalby Court and Willows Vets Maintenance

Complaints are occurring again regarding the poor standard and infrequent maintenance by the CWAC Property Team around Dalby

Action: HS and SL to speak with any local food trucks to see if they can come down on an organised day in the summer (not funded by BID).

Action: HS find out when double yellow line painting will happen and report back.

	<p>Court and Willows vets. The grass was not cut at Willows Vets so they got in touch with the BID to complain and have also reported it to the council.</p> <p>HS originally got a quote off Tree Muskateers to do additional maintenance to the areas of Dalby Court & Willows Vets. SL has spoken to Tree Muskateers to get a new quote which was £350+VAT per visit for that area. The board decided that CWAC should be held accountable to do the maintenance in that area as the businesses there are paying a service charge. The additional maintenance funded by the BID was not approved.</p> <p>SL – JH has spoken to Tim Dodd at Property regarding CWAC passing over the funds that CWAC currently allocate to maintain that area over to the BID. JH has not heard back. FJ asked if this could be pushed more – AG agreed that JH can re-raise the issue with Tim Dodd. SL – JH has also escalated this with an approach to the Chief Exec and Leader of the Council as part of the Cheshire Central Partnership.</p> <p>AG – the BID can revisit this again in the future if the issue persists and the BID levy collection rate improves. AG suggested that JH keeps escalating this and also to keep a log of all the businesses that complain.</p>	<p>Action: JH to push the issue with Tim Dodd again at CWAC to pass over the funds CWAC currently allocate to maintain Dalby Court & Willows over to the BID to arrange maintenance.</p> <p>Action: SL to keep a log of all the businesses that complain regarding landscaping at Dalby Court/Willows.</p>
<p>AOB & Date of next meeting</p>	<p>AG – some future meeting dates will need to be amended. Dates for the next meetings are now as follows:</p> <p>Executive Board Meeting: 15th July – Butcher Barlow</p> <p>Executive Board Meeting: 11th November – WR Partners (FJ will check boardroom availability)</p> <p>AGM - Weds 23rd Sept – WR Partners (FJ will check boardroom availability)</p> <p>CM – MIS still have the defib which will be donated to the BID. This will be installed either on the security hut or on Tan Republic or outside WR Partners. It will need to be moved from MIS to the new location. The BID will fund the moving of the defib and HS will speak with the contractor who fitted the defib in other locations for a cost and to book in the move. It was agreed the first choice of location would be the security hut outside as an external defib.</p> <p>CM thanked all for attending and closed the meeting.</p>	<p>ACTION: HS to invite Hayley Owen to AGM on 23rd Sept to speak about devolution.</p> <p>ACTION: HS to get a cost for moving the defib from MIS to outside the security hut in the next few weeks.</p>

Date and time of next Executive meeting: Wednesday 15th July – 12:00pm at Butcher Barlow.