

Friday 05 MAY 2017 at Thales, Manor Royal

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit), Clem Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns), Duncan Barratt (West Sussex County Council), Paul Searle (P&H Motorcycles), Sam Murray (MRBD Limited)

**Apologies:** Jeremy Taylor (Gatwick Diamond Business), Markus Wood (Avensys), Cllr Peter Smith (Crawley Borough Council), John Peel (Coast-to-Capital LEP), Zoe Wright (BandCE), Joanne Rogers (Prowse), Tony Maynard (CGG).

Meeting outcome	Action / outcomes
<p><b>1</b> <b>Welcome and approval of the minutes</b> Trevor Williams welcomed the Board to the meeting and thanked the Board for accommodating the rescheduling of the meeting from 28<sup>th</sup> April. The minutes from the previous Board meeting of 9 December were approved.</p>	
<p><b>2</b> <b>Executive Director’s Report: Current Budget and project overview</b></p> <p><b>Finance and Budget</b> SS presented the final report of the year indicating that £80,038 will remain unspent subject to audit. There is an overspend in areas; Running costs - due to the office move; Objective 1 (Local Trade) - due to the development of the ACT database, events and training; Objective 2 (Profile/Reputation) - due to the production of the Manor Royal promotional film. An underspend in Objective 3 (Infrastructure) is due to Gateway 1 design costs, The Terrace pocket park and installation of Advanced Directional Signage - to be spent during Year 5 when project completion is expected.</p> <p><b>Budget Estimate for Year 5</b> SS asked the Board to approve commitments to new project areas as follows:</p> <ul style="list-style-type: none"> <li>• <b>Bespoke Maintenance Team - £70,000</b> Partnering with CBC and BID branded, as a direct result of the Green Audit work undertaken by the BID and survey responses from businesses. The contract will be for one year supplying a two-person team to provide additional one-off and on-going maintenance and landscaping duties.</li> <li>• <b>Creation of a dedicated Jobs Board - £30,000</b> A service to provide an unlimited, no cost to businesses, jobs advertising service to all Manor Royal businesses with local recruitment support from LoveLocalJobs.com, with a one year commitment in place. The dedicated online jobs board would be powered by and linked to the family of LoveLocalJObs.com jobs boards.</li> <li>• <b>Business Ranger Service - £63,000</b> Six tenders were received and interviews have taken place through a Project Team including Board (MDJ) Management (CP) Business Watch, Sussex Police and CBC partners. SWL to be appointed and will be based at the BID office. SWL to start on the ground end of June as a BID branded service.</li> </ul> <p><b>Future Projects</b> SS tabled a list of potential future project, clarifying that not all the projects can be delivered and will be dependent on BID2 for delivery. SS asked the Board to assist in the prioritisation of Capital Projects - and to approve the following as most important areas of investment:</p> <ul style="list-style-type: none"> <li>• <b>Gateway 1</b> – Progressing through planning, SS proposed that the Board commit to securing planning permission to be delivered in the next term of the BID to achieve a better outcome as part of a larger scale project on the back of Transport Study.</li> </ul>	<p><b>Board approved</b></p> <p><b>Board approved</b></p> <p><b>Board approved</b></p> <p><b>Board approved</b></p>



4	<p><b>Communications Update</b></p> <p>In Jo's absence, SM gave a brief update on recent Comms and PR.</p> <ul style="list-style-type: none"> <li>• <b>The Terrace, Pocket Park</b> in Manor Royal was officially opened on 28 April, press releases out; features on the front cover of spring issue Manor Royal News and story covered inside; and within May issue of the e-bulletin.</li> <li>• <b>E-bulletin</b> has hit in-boxes this morning 5 May.</li> <li>• <b>Manor Royal News</b> will reach everyone early next week, in advance of</li> <li>• <b>Know Your Neighbour</b> event on 16 May – which has reached capacity on stand spaces and near to capacity on delegate attendances with each seminar slot now full. The Board and Management team have been encouraged to attend as the lunch time seminar will announce important plans for BID2.</li> </ul>	<p><b>SM</b> to note Board attendance to offer names across to JR.</p>
5	<p><b>Preparing for BID 2</b></p> <p>SS proposed a change of structure to the Management Team to accommodate the work required to prepare thoroughly for BID 2. The next Management meeting (24 May) will be rescheduled (30 May) with Paul Clement, BID Consultant joining the meeting.</p>	
6	<p><b>Other Matters / AOB</b></p> <ul style="list-style-type: none"> <li>• KP highlighted that the landlord's agent is agreeable to open a gateway into Crawler's Brook from the Bell Centre.</li> <li>• SM has had an approach from Go Ape, Tilgate to offer Manor Royal businesses a BID preferential rate, with an invitation to the Board to test the offer via complimentary team building opportunity. Initial interest from MDJ, PS, SS, DB, CS.</li> <li>• SS indicated that this would have been John Peel's last Board meeting and that Julie Kapsalis has been nominated to replace John as the Coast to Capital LEP link and Adviser to the Board.</li> </ul>	<p><b>KP</b> to offer contacts for <b>SS</b> to have a conversation with the landlord.  <b>SM</b> to organise a date for the Board to test the offer.</p>

**All business having been completed the meeting was CLOSED at 10.50am.**

**DATES FOR THE DIARY**

**Tuesday 16 May** Know Your Neighbour (8.30am until 3pm) Crowne Plaza Hotel  
**Tues 30 May** BID Management Meeting (9am – 11.30am) Avensys (rescheduled from 24 May)  
**Wed 26 July** BID Management Group (9am – 11am) Avensys  
**Friday 18 August** BID Board Meeting (9am – 11am) Thales  
**Tues 7 November** Manor Royal Matters, (8.30am – 3pm) Sandman Signature Hotel