

Friday 08 DECEMBER 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), Jeremy Taylor (Gatwick Diamond Business), Cllr Peter Smith (Crawley Borough Council), Joanne Rogers (Prowse), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Sam Murray (MRBD Limited)

Apologies: Markus Wood (Avensys), Zoe Wright (BandCE), Tony Maynard (CGG).

| Meeting outcome | Action / outcomes |
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| <p>1 Welcome and approval of the minutes Trevor Williams welcomed the Board to the meeting. The minutes from the previous Board meeting of 5 May were approved.</p> | |
| <p>2 Nomination of chair and vice chair As per the BID company rules, nominations for Chair and Vice Chair were. Trevor Williams was confirmed as Chair and Keith Pordum as Vice-Chair. SS gave thanks to TW and KP for their continued support and direction to the BID, extending thanks to the Board of Directors and Advisors for their commitment.</p> | <p>TW elected as Chair. KP elected as Vice-Chair.</p> |
| <p>3 Executive Director's Report: Current Budget and project overview</p> <p>Finance and Budget (Section 1) SS highlighted that there is a 99.3% levy collection with four invoices outstanding. Crawley Borough Council contribution of £13,576 to part fund the Economic Impact Study to be invoiced when final report is signed off. An application to Safer Crawley Partnership for a grant of £8,000 towards additional security cameras has been approved and paid. Additional cameras will be installed imminently. SS indicated that £9,636 will need to be used from reserves (of £50,000) primarily due to an overspend on Gateway 1 design. SS asked the Board to approve the budget position including the use of reserves to be restored to £50k in the future years.</p> <p>Project Update (Section 2) SS asked the Board to note progress and agree specific actions where indicated.</p> <ul style="list-style-type: none"> • Gateway 1 – The design has now been approved and revised plans have been submitted to Crawley BC Planning Department. • Digital Signage – Progressing through to Crawley BC Planning department. SS stated that the BID should be at procurement stage before Christmas if all is well with the planning application. <p>The intention with both projects is that formal permissions are in place during the final year of BID1, for a quick delivery within the first year of BID2 subject to renewal.</p> <ul style="list-style-type: none"> • Grey Audit Actions – SS announced positive news that WSCC has committed to a significant schedule of works on footpaths that will take place imminently with resurfacing on: Manor Royal, Fleming Way, Newton Road, Kelvin Way, Priestley Way and Rutherford Way with an approximately value of £430k. Meetings held between TW, KP and WS Highways have highlighted the need to address this area of work, alongside recent audit work supplying evidence. This work is in addition to the Growth Programme schedule. There is a request for funds from the BID for £3,250 to allow for the installations of drop curbs. <p>The Board expressed thanks to the partners who have made with possible.</p> <ul style="list-style-type: none"> • Re-energise Manor Royal – JT commented there has not been any significant communications with businesses regarding the project. SS agreed that this was a valid criticism. Work had been progressing and a Project Officer had now been appointed by Your Energy Sussex and improvements in communications were expected as a result. | <p>The budget position was approved by the Board.</p> <p>The Board noted progress on all projects.</p> <p>The Board approved costs of £3,250.</p> |

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| <p>4</p> | <p>BID2: Where we are, what we're doing and when SS highlighted that we have held two successful events Manor Royal Matters in November and the Christmas Evening with Manor Royal BID in December - raising awareness of the plans for BID2. The Business Plan would be mailed to all businesses in January ahead of the Notice of ballot (17 Jan).</p> <p>The next key milestone is to submit the voters list to Electoral Services on 15th December. The notice of ballot is on 17th January. 523 properties attract a levy for the vote. Between 15th December and 17th January there is a little time to fine tune the voters list. There is a Crawley BC Cabinet meeting on 10th January to formally approve the local authorities continued support of Manor Royal BID.</p> <p>The Showcase event is confirmed for 1st February to launch BID2 ballot with the message to businesses to make sure they vote at the ballot that will open the next day (2 February).</p> <p>BID2 Renewal Tactics (Section 5) MDJ would be happy to add Vote BID2 vinyl stickers to To Let boards. More promotional options would be to add the VOTE tick logo to signatures, stickers etc. The logo is available for us on the BID2 section of the website.</p> <p>Action 6 note renewal tactics and how to assist with identifying voters.</p> <p>Communications Update</p> <ul style="list-style-type: none"> • JR shared the Communication programme for BID2 to include a wrap of the local paper at the end of January in time with the launch of the ballot. A new section of the website has been created, with testimonials and animated video to showcase the objectives. E-bulletin, HR Forum, Manor Royal News and press releases will increase awareness of the ballot. Suggestions of e-mailshots, local radio stations. • Careers EXPO 17th May – JR gave an update with news on a new event in the BID event schedule. This would involve an extension of the popular Know Your Neighbour EXPO (16 May) into a second day to create a Manor Royal Careers EXPO (17 May). The event being steered via the Talent & Training Group and a budget of £9,000 had been allowed, which it is hoped will be offset by sponsorship. A paper was circulated and the Board asked to approve. | <p>SM to explore producing vinyl stickers for boards.</p> <p>There was full support from the Board to develop the event.</p> |
| <p>5</p> | <p>BID 2, Year 1 Budget & Projects (Section 3) The Budget for Year 1 is £500,000. SS explained the BID 1 to BID2 structure factoring the full year including two months based on BID1 criteria and ten using BID2 criteria (as BID2 will officially begin on 1st June 2018). The anticipated renewal of the Business Rangers and the Dedicated Maintenance contracts would take place in May 2018 – both services accounting for significant annual spend (£147,850). SS highlighted the good collaboration between the two services enabling many issues to be pointed out, tackled and resolved quickly and effectively for businesses.</p> <p>PS suggested the benefit of having a local alarm service and whether the BID could introduce such a service through development of the Business Ranger service. SS expressed that SWL Security can provide this and a range additional services.</p> <p>SS flagged that the two projects to prioritise for the first year of BID are Gateway 1 and Digital Signage There may be a requirement to fund additional works that would not be covered by Surrey CC's work to develop the Nexus (former Thales) site to Gateways along Gatwick Road. SS would need to approach the Board once more detail was available.</p> <p>DB flagged that the Growth Programme will help pull this work together combining work as a package for delivery with a considerable volume of work to make improvements to the area between 2018 and 2021. JT questioned how the schedule of works outside Manor Royal will be factored into the planning to ensure the all works are as streamlined as practical i.e. Crawley Avenue, M23 improvements. All agreed that good communication is essential. SS stressed that the Transport Steering Group, chaired by JT, should reconvene, to help steer communication and actions including the further promotion of sustainable transport options.</p> <p>The Project Pack has been finalised. Where the BID cannot deliver all, there will be a focus on the Gateways and the Wellbeing trail in future years of BID2.</p> | <p>The Board approved BID2 Year 1, budget and project proposals, (subject to the ballot outcome in Feb 18)</p> <p>PS and SS to explore the key holding service trial with P&H and SWL.</p> <p>JT to reconvene the Transport Steering Group.</p> |

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| <p>6</p> | <p>Economic Impact Study and the Business Hub (Section 4)</p> <p>SS highlighted the headlines from the draft report, that Manor Royal is important and makes a massive contribution to the town and Gatwick Diamond with good partnerships in place. Suggested improvements include; more emphasis on marketing Manor Royal externally, improvements to the planning regime, continued efforts to enhance public realm and transport infrastructure and the need to improve supporting facilities and services e.g. the “hub”. SS asked the Board to agree an approach strategically and sense check the report before it is offered as a final report.</p> <p>SS presented a brief and overview of ‘The Business HUB’ for Board discussion, in answer to one of the outcomes of the Lichfield Report, and an ongoing concern for the area raised in previous surveys and discussions. SS stressed that the delivery of a Business HUB is a project far bigger than the BID in isolation and would require a strong collaborative approach (Lichfield’s refer to a Joint Venture).</p> <p>A discussion about the range of facilities and needed took place covering skills development and training, to facilities to serve small businesses, the provision of small office space, eateries, a nursery and a transport hub to serve the area.</p> <p>Discussion concluded that a feasibility study is required in order to shape and progress the project further.</p> <p>There was support from the Board. JK offered detailed modelling around nurseries for feasibility study.</p> <p>Growth Programme and Transport Update</p> <p>CS indicated that the Project Board and overarching coordinating body are finalising funding agreement with the LEP to go live early in the New Year. All information on the project will come forward in the new year. DS indicated that Haslett Avenue and RTI works are progressing in this financial year. CS mentioned that there is a willingness to fast track the cycle routes upgrade to the stations, and working with Metrobus and the stations on the improvements. CS and DB indicated that there are really positive discussions and that SS is ensuring that Manor Royal BID needs are fully on the table with the discussions.</p> | <p>SM/SS to schedule a meeting with Board members to sense check the outputs of the report.</p> <p>The Board endorsed the principle of the HUB and to proceed with developing the idea to convert the outline brief into a proposition to better define business case for The Hub.</p> |
| <p>7</p> | <p>Other Matters / AOB</p> <p>JR flagged that there is a Diversity Conference 9th March being held at Canon in Reigate. JK flagged that Crawley College were awaiting the outcome of a bid for funding to the Coast-to-Capital LEP to develop a STEM centre at the Crawley College campus.</p> | |

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

DATES FOR THE DIARY

1st February - Manor Royal Showcase, Virgin The Base

24th January - Management / Campaign meeting, Welland Medical, Hydehurst Lane

9th March - Board Meeting, Avensys (venue TBC – date moved forward from 16th March)