

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit), Clem Smith (Crawley Borough Council), Jeremy Taylor (Gatwick Diamond Business), Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys), Cllr Peter Smith (Crawley Borough Council), John Peel (Coast-to-Capital LEP), Duncan Barratt (West Sussex County Council), Zoe Wright (BandCE), Joanne Rogers (Prowse), Paul Searle (P&H Motorcycles), Tony Maynard (CGG), Sam Murray (MRBD Limited)

Apologies: None

Meeting outcome	Action / outcomes
<p>1 Welcome Trevor Williams welcomed Tony Maynard to the Board of Directors.</p>	
<p>2 Nomination of chair and vice chair As per the BID company rules, nominations for Chair and Vice Chair are considered at first Board meeting following the AGM. Nominations were received from Trevor Williams and Keith Pordum who were asked to leave the meeting while the remaining Board members considered these nominations. By show of hands TW was elected as Chairman and KP was elected as Vice Chairman. SS gave personal thanks to both TW and KP for their support and their direction to the BID, extending thanks to the Board of Directors and Advisors for their commitment.</p>	<p>TW nominated and elected as Chair. KP nominated and elected as Vice-Chair.</p>
<p>3 Approval of minutes The minutes from the previous Board meeting of 2 September were approved.</p>	
<p>4 Executive Directors Report: Current Budget and project overview SS proposed that item 6 ‘Preparing for BID2’ is held as a separate meeting and highlighted important developments since the last Board mtg.</p> <ul style="list-style-type: none"> • Survey completed: SS thanked JR for the excellent piece of work delivered by Prowse to form the foundations for preparing for BID2. • Manor Royal Matters (9Nov): SS thanked JR and Prowse for putting the event together, receiving good attendance and great speakers. • A Shared Success (21Nov): Another good event, with a different focus, to bring borough and county councils together with members of BID Board and Management. PSmith expressed that having the leaders of both councils present allowed for comprehensive engagement between both councils and the BID. KP expressed that having Thales to host the event was also very beneficial. JP expressed how important it is to do this again. TW agreed that there should be a follow up with discussion in the interim. PS suggested a meeting in June/July after the elections in May and changes in personnel. PS described how the Economic Working Group has expanded to include Manor Royal, inviting SS to ensure the message of the importance of Manor Royal remains very clear. • Agents Breakfast (21Oct): Held at the Premier Inn, SS and MDJ invited commercial property agencies to received their feedback and gain understanding of BID aims. MDJ commented that it worked very well, receiving positive feedback. • Christmas Evening with Manor Royal BID (7Dec): SS thanks SM for the planning and execution of the Christmas function held at Harwoods Jaguar Land Rover which attracted over 100 guests. 	<p>SM to arrange mtg Friday 13 January at CGG.</p> <p>SS to consider follow up meeting in June/July 2017.</p>
<ul style="list-style-type: none"> • Budget is as expected with no concerns. There is no longer a shortfall related to Gateway 1 as work has been pushed back to the next financial year. Marketing and database work has required extra spend as has the office move. • CCTV - There is a predicted year end surplus of £17-£20k to carry forward to 	<p>The Board approved that £25k is retained for CCTV as</p>

<p>future projects, likely to be boosted by £25k retained sum for security cameras plus £8,500 associated with security camera monitoring, totalling £53k surplus. CCTV is producing results. Police are delighted that it is picking up criminal activity. SS asked the board to agree to retaining £25k to fund two additional CCTV locations with a final decision to release to be made in the New Year.</p> <ul style="list-style-type: none"> • The Terrace (new pocket park): Work commences on 9 Jan for 10 to 12 weeks with construction to finish by end of financial year. Good PR opportunity with an advertising board in place promoting all partners involved in the project. JR is planning further PR for next phase, including the opening of the park by The Mayor (Cllr Brian Quinn). SS asked for the Board to agree an increase by £50k to £150k, increasing MRBD contribution from £80k to £100k to allow all elements to be delivered as conceived rather than remove benches, seating and artwork which would compromise the project. Extra funding is provided by B&CE and S106 (to be confirmed) totalling £150k. • Signage and Wayfinding: SS asked the Board to consider and approve allocating a £10k budget to allow for extra signs and banners to be manufactured and installed, and to repair and relocate a twice vandalised pedestrian monolith at Green Lane subway. SS clarified that this is additional to ongoing maintenance allocated for signage. • Consideration of proposed write offs: SS presented the names of companies who have ceased trading and where re-evaluation of rates takes them below levy level. <p>Existing Projects Update SS presented a report updating all projects raising specific project highlights:</p> <ul style="list-style-type: none"> • Gateway 3: Cherry pickers on site. Landscaping to be completed imminently. • Gateway 1: Repaired bridge is installed and open. Overall project is re-phased in three stages as the roundabout is subject to mitigation works as part of the Nexus site development. SS is working closely with CS and DB, (CBC and WSCC) on larger scale improvements to the Gateway 1 corridor. If successful, it will result in improvements greater than the BID project in isolation, for connectivity, cycleways and sustainable transport access – currently ‘subject to business case’. • Green Audit: Complete with headlines shared. Discussions with CBC Amenities Services and planned tour (15 Dec) of two business parks noted for their high quality maintenance standards (Stockley and Farnborough). MRBD could partner with CBC, partner with a third party, or consider a hybrid approach to best resolve how to undertake one-off tasks and deliver higher level of on-going maintenance. • Training: Programme ongoing and popular, as a BID benefit provided by Central Sussex College. Review of latest training programme is scheduled for January. • Re-Energise: The aim of creating a sustainable business park. WSCC leads the project benefiting from £500k EU funding secured by Your Energy Sussex encompassing the District Heating Project. Manor Royal Business District is <i>the</i> funding option for the UK. • Transport Study: Update and full audit report expect in the new year. • Group Waste Project: Auditel is looking to reinvigorate the Group Waste and Recycling Project to help increase recycling, reduce vehicle movement and waste-to-landfill – and to reduce costs • Faster Broadband for BID2: Discussions being had with BT Openreach about making Manor Royal a pilot for a new G fast service providing ultrafast broadband which would require BID investment. <p>Strategy approach to Grey Audit actions: prioritisation of schemes</p> <ul style="list-style-type: none"> • Grey Audit – SS presented an audit report summary by Waterman with a detailed plan of works and costings that highlighted work required, prioritising significant impact, medium impact to minimal impact based on ‘condition’ and ‘visual impact’. When using this criteria, footways and cycleways are worse than roads. SS asked the Board if they agreed with the audit summary and priority scheme. There was question over WSCC being responsible for repair. SS explained that WSCC criteria is based on ‘safety’. None of the areas highlighted in the Grey Audit have yet been prioritised by WSCC. There was discussion over the WSCC 	<p>requested.</p> <p>The Board approved £20k additional spend to allow the complete Pocket Park concept to be delivered.</p> <p>The Board approved £10k as requested.</p> <p>The Board approved write-offs for seven companies, amounting to £1,176.18.</p> <p>The Board approved the Budget position.</p> <p>PSmith to present to the Board if project can proceed.</p> <p>SS to investigate and bring considerations to the Board.</p> <p>SM & SS to offer training statistics for the Board to view.</p> <p>SS discussing with BT to determine estimated costs.</p>
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	<p>criteria for safety and that levels of safety are not sufficient for BID expectations. DB indicated that the forward plan improvements budget is very restricted but will assess the priorities of work. The audit gives the argument gravitas.</p> <ul style="list-style-type: none"> • There was discussion over the importance of improved footpaths and cycleways to encourage people to use them more, and that cycle racks are being used at businesses indicating that there is an appetite for improvements. PS flagged the CBC policy to contribute 106 on cycling, to connect Crawter’s Brook and that the BID and CBC can bring more schemes forward • Given that the BID accepts that WSCC has levels, SS asked the Board if they would consider the BID financially assists the improvement of cycleways and footpaths – and to influence, not fund road improvements. • The Board agreed that a carefully planned strategic meeting should take place between BID Board members and WSCC key staff to agree a partnership programme of ongoing improvements to cycleways and footpaths indicating the BIDs commitment and possible third party funding. The meeting should ascertain if works from list are planned, consider if developer contribution can be incorporated, and include the willingness of the BID – in principle - to commit to make a contribution subject to an acceptable partnership agreement and programme of work being in place. SS stressed that any BID funding must be for additional works that would not otherwise come forward. • Delivery of improvements: SS highlighted methods of delivering maintenance - for the BID to partner with WSCC who lead and carry out the works, or for the BID to lead with WSCC consent and appoint a suitable contractor with WSCC in a supporting role. A precedent has been set by Crawley BC who have taken the lead on similar works elsewhere in the town. 	<p>SS to meet PSmith, CS, DB, JT, JP, KP, TW to pursue the meeting discuss approach to Grey Audit findings.</p>
5	<p>Future budget proposal (Year 5 2017-8) and Levy Setting</p> <ul style="list-style-type: none"> • The expected income from BID Levy for year 5 is £425k. SS recommended that the Board do not apply inflation increase to the levy bill for year 5. Within the BID rules, MRBD will be applying the 2010 evaluation of rates to levy bills until the end of BID1. For BID2 MRBD 2017 valuations will apply. • SS asked the Board to commit to Green Audit maintenance actions (£40k), Gateway 1 and the budget flexibility to work on digital media project, Business Ranger Service and Grey Audit maintenance actions where exact costs are estimated or unknown at this stage. SS proposed to explore in more detail and to report back to the Board for spend approval once additional work has been completed which the Board agreed. 	
6	<p>Preparing for BID2 (Initial Thoughts) An exceptional Board meeting has been set up for Friday 13 January to discuss BID2.</p>	
7	<p>A.O.B.</p> <p>LEP Update - JP provided an update on the Local Growth Fund 3(LGF) the full details of which would be announced shortly.</p> <p>Brompton Bike Racks - ZW suggested that the BID apply for funding from the LEP for Brompton Bikes schemes for Crawter’s Brook and The Terrace if secured by March.</p> <p>Chichester/Central Sussex College - JT raised the merger plans in relation to training provision and that the colleges are keen to talk to businesses.</p> <p>Neighbouring Employment Land - Reigate & Banstead District Council has plans for employment land in Horley & Redhill Aerodrome. Mid Sussex employment land being developed with housing. The BID ought to be aware of for its potential impact on the Business District.</p>	

All business having been completed the meeting was CLOSED at 10.45am.

DATES FOR THE DIARY

Friday 13 January – Preparing for BID 2 - CGG, Crompton Way (8.30am - 11.30am)

Wednesday 25 January – BID Management Meeting - Virgin The Base, Fleming Way (8.30am – 10.30am)

Thursday 16 February – Manor Royal Showcase – Virgin, The Base, Fleming Way (5.30pm – 7.30pm)

Friday 28 April 2017 – BID Board Meeting Budget Sign Off – Thales, Manor Royal (8.30am – 10.30am)