

Manor Royal Business District Limited - Management Group (MRBG) meeting

Wednesday 20th November 2013 at Welland Medical, Brunel Centre, RH10 9TU (off of Newton Road)*

MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Jeremy Taylor (Gatwick Diamond Business), Cllr Bob Lanzer (Crawley Borough Council), David Covill (Crawley Borough Council), Steve Sawyer (MRBD Limited), Mark Curtis (Split Image), Terry Crouch (Auditel), Marie Ovenden (West Sussex County Council)

Apologies: Tony Maynard (CGG), Chris Primett (Welland Medical), Mel Mehmet (easit), Jeremy Day (Doosan), William Perks (Peter Perks Limited), Keith Pordum (Bon Appetit), Paul Searle (P&H Motorcycles)

Meeting outcome	Action
<p>1 Approval of minutes The minutes from the meeting of 25th September were approved as a true and accurate record. Apologies were noted. Terry Crouch deputised for Eddie Finch.</p> <p>MRBG noted that the intention, at this time, was not to appoint support for the Executive Director until which time the Marketing and Events appointments had been made. MRBG also noted that the offer of on-going support from PfBB had not been taken up although subscription to the British BIDs network had been.</p>	<p>SS – keep under review requirement for support</p>
<p>2 Budget Budget presented and agreed. BID levy income collection at 96%. Running costs are lower than expected due to mid-term appointment of Executive Director and not having appointed an assistant. Major spend on projects occurs in new year. Legal action had been initiated of non-payers (bad debts).</p>	
<p>3 Projects update and Executive Director's Report MRBG received the Executive Director's Report, which covered:</p> <p>Broadband: With the support of a small task and finish working group and independent technical support, research had been carried out and a preferred solution identified to improve connectivity throughout the Business District. Announcements can be made in the new year once contracts are signed. The associated costs and risks were discussed. MRBG noted and agreed the decision.</p> <p>CCTV / ANPR: This project is set to begin subject to approval being provided by the Sussex Police and Crime Commissioners office – a requirement for Sussex Police involvement which is the preferred option. This is the only delay and represents the main immediate risk to successful delivery.</p> <p>People's Park: Requirement for additional surveys have delayed submission of planning application, which is expected in the next two weeks. Design and plans have been amended following survey. Main risk to delivery is the time required to planning consent.</p> <p>Kick Start funds: Capital funding provided by West Sussex County Council (WSSCC) needs to be spent by year end (March 2014). This date drives the delivery of CCTV and People's Park. Early discussions with WSSCC need to be had, in addition to formal review process, to discuss progress and possible contingencies.</p>	<p>BOARD – to consider and sign contract.</p> <p>SS – to pursue approval from PCC Office.</p> <p>JT – offered to help as required.</p> <p>SS – to consider CCTV coverage for the Park.</p> <p>SS / DC – to discuss at CBC liaison meeting.</p> <p>TW/SS – to arrange update meeting with WSSCC.</p>

4	<p>Marketing and Comms Brief for marketing and comms support issued. Interviews expected Mid-December and appointment by end of the year. MRBG recognised the importance of effective comms and engagement as the basis for everything the BID is doing and promoting, including aspects of Group Buying and Local Trade.</p>	
5	<p>Local Trade and HR Forum Meetings had recently taken place to scope ideas for Local Trade activities and HR Forum. Effective management and facilitation of these is critical and needs to be secured. The appropriate time for this would be on appointment of the Marketing and Comms agency. In the meantime, support and promotion of the Know Your Neighbour (KYN2014) event (13 March 2014) is being progressed. Next issue of Manor Royal News scheduled for first week of December.</p>	<p>SS – consider support needed for effective trade and HR Forum.</p> <p>ALL – support and promote KYN2014</p>
6	<p>Five year plan MRBG agreed to develop the remainder of the 5 year plan to include a programme of capital / infrastructure improvements and complementary softer interventions. Input from MRBG and wider business community should be encouraged to help shape the plan. As well as previously identified schemes, ideas include:</p> <ul style="list-style-type: none"> • Improvement to entrance and exits • Branding / covering hoardings of key sites • Signage • Looking at improving facilities available on-site • Parking and travel plan / improvements • Improved cycling provision (possibility of a “Boris Bikes” scheme) and other facilities, possibly some funding available for this. • On-site energy generation ideas • Electric vehicle charge points / “Green Car Club” provision 	<p>SS/ TW– to liaise about devising the 5 year plan.</p>
6	<p>Strategic issues Response from Gatwick School was acknowledged. MRBG recognises the impact changes to planning rules has on use of buildings for alternative uses e.g. residential, retail and education. Nonetheless the MRBG retains its position to encourage traditional business uses for Manor Royal in line with its statement.</p> <p>Gatwick Statement was approved subject to emphasis on the “in principle” element of the support and encouragement for those issues identified to be given attention. MRBG should remain active and engage with Gatwick and be responsive from feedback from Manor Royal based companies.</p> <p>Recognition that on contentious issues a unanimous view may not be possible.</p>	<p>SS – amend and issue Gatwick statement</p>
8.	<p>AoB and issues raised Roads: Resurfacing and white lining recently carried out by West Sussex County Council ahead of original planned schedule. MRBG recognised WSCC contribution. Good example of the benefit of the BID and maintaining positive partnerships. Parking: Discussion took place concerning the impact of parking on the desirability of the area. This was an area that required further consideration. Terms of reference: Amended ToR agreed and signed as correct.</p>	<p>SS – to follow up on parking.</p> <p>SS – to issue and publish new ToR on website.</p>

FUTURE MEETINGS (all meetings take place between the hours of 830am and 1100am)**

18 December 2013: Board ONLY (The Office Company, Gatwick Road)
22 January 2014: Management Group (Doosan House, Manor Royal)
12 March 2014: Board and Management Group (TBC)
14 May 2014: Management Group (TBC)

****Volunteers for hosting any of the above meetings to get in touch with SS. Board meetings up to 7 people, full MRBG meetings (Board and Management Group) up to 15**