

Wednesday 22nd January 2014 at Doosan House, Crawley Business Quarter, RH10 9AD

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Jeremy Taylor (Gatwick Diamond Business), David Covill (Crawley Borough Council), Steve Sawyer (MRBD Limited), Jeremy Day (Doosan), Mark Curtis (Split Image), Keith Pordum (Bon Appetit), Eddie Finch, (Auditel), Paula Jeffrey (Grant Thornton)

Apologies: Cllr Bob Lanzer (Crawley Borough Council), Paul Searle (P&H Motorcycles), Chris Primett (Welland Medical), Marie Ovenden (West Sussex County Council), Sarah Godfrey (Virgin Atlantic), Mel Mehmet (easit), Tony Maynard (CGG), William Perks (Peter Perks Limited)

Meeting outcome	Action / outcomes
<p>1 Approval of minutes The minutes from the meeting of 20th November were approved. Paula Jeffrey (Grant Thornton) was welcomed to the Management Group.</p>	
<p>2 Budget Budget presented and agreed. A combination of a good levy collection rate, lower than expected running costs and under spend in the project areas relating to marketing and local trade accounted for an anticipated year end carry forward (projected to be circa £78,000). This sum to be allocated to projects in year two.</p> <p>The Management Group noted the decision to not appoint to the admin post until the marketing and local trade work areas had “bedded down”. At which point a view would be taken. Decision date: June 2014.</p>	
<p>3 Projects update and Executive Director’s Report MRBG received the Executive Director’s Report, which covered:</p> <p>3i. Capital Projects update Broadband: Project to upgrade Manor Royal cabinets to fibre was on schedule. Surveys scheduled to be completed by end of June 2014 (Q1 14/15). Final payment on completion. Question raised about liability for any additional costs.</p> <p>CCTV / ANPR: Approval from Sussex Police and Crime Commissioner Office has been received. Memorandum of Understanding (MoU) has been drafted. Planning permissions are being organised. More efficient data transfer will bring this project in under-budget. Additional cctv camera to be added to cover front of park.</p> <p>People’s Park: Planning application has been submitted. Tree works are scheduled to begin in February. Design for South Entrance circulated. Comments to be fed back to architects to change lettering, include bigger Manor Royal logo and introduce “People’s Park” legend to the front.</p> <p>3ii. Other Projects Marketing & Promotion: Prowse and Company had been appointed to provide marketing, PR and some event support. It was agreed that Joanne Rogers (Managing Director, Prowse) should attend future meetings.</p> <p>At this point Jeremy Taylor (GDB) and Keith Pordum (Bon Appetit and GDB director) declared an interest and left the meeting. A discussion was then had concerning Local Trade and specialist event support, including the appropriateness of GDB tendering for this work.</p> <p>Local trade: It was agreed to amend the Request to Quote document and to issue. It was not felt appropriate for GDB to tender for this work <i>and</i> serve as a Board</p>	<p>SS – to check broadband contract</p> <p>SS – to feedback to architect’s re: south entrance sign and circulate final design solution.</p> <p>SS – to invite Joanne Rogers to future group meetings.</p> <p>SS – to amend and issue the Request to Quote document for the local trade initiative.</p> <p>JT agreed to continue</p>

	<p>Member. It was unanimously agreed that JT was more valuable to MRBG as a Director and/or member of the Management Group. It was decided that JT be asked to continue in that role. In future similar declarations of interest in supplying services to MRBD Limited would be handled in the same way. Consideration would be given to formalising this in the terms of reference should that be necessary.</p> <p>Jeremy Taylor and Keith Pordum re-joined the meeting and were informed of the decision.</p> <p>HR and training: Initial meeting concerning the potential for a dedicated Manor Royal HR Forum was discussed with focus on an initial lunchtime event in May. The Request to Quote document for the training brokerage service was discussed. Jeremy Day to work with Steve Sawyer on the document before issue.</p> <p>Future capital projects: An outline of the agreed prioritised capital projects was discussed. More detail (including designs and costs) was required. Steve Sawyer explained the plans to create a Manor Royal prospectus of capital investments and improvements and to trail this at the Know Your Neighbour event before final commitment, although there was agreement about the entranceway improvement project for next year – referred to as entranceway 3 “Rabbit Roundabout”.</p>	<p>as Board Director.</p> <p>SS – to organise the HR Forum event (with help from Prowse)</p> <p>SS / JD to discuss training brokerage document</p> <p>SS to organise creation of Manor Royal capital and investment prospectus and bring back to group.</p>
4	<p>Know Your Neighbour event, 13 March 2014</p> <p>Response had been positive. Numbers already at the level of last year with 6 weeks to go. The final seminar slot was confirmed and would be about Gatwick Airport. There was a waiting list for exhibitors. Discussion included how more exhibitors could be accommodated to avoid having to turn exhibitors away. The lunchtime seminar would be about the BID, progress to date and an insight into future plans.</p>	<p>SS to work with Prowse and the hotel to accommodate more stands.</p> <p>ALL, to sign up in support of the event.</p>
5	<p>Other matters</p> <p>Auditel (Procurement Hub) Positive progress was reported. Some significant cost savings were now being made, especially in the areas of energy. A plan for moving the waste & recycling project forward by concentrating on small areas was outlined.</p> <p>Marketing: A discussion took place concerning the importance of promotion and marketing of <i>both</i> the business benefits of the BID and the employee benefits, this includes the procurement hub, easit etc. Various ideas were discussed and the importance of the new marketing company (Prowse) to assist. Mark Curtis declared interest in being involved.</p> <p>Project Groups, as the various BID projects and initiatives were developed it would be useful to recruit new members according to areas of interest and work streams e.g. Local Trade, Marketing, capital projects, Travel, HR and Training.</p> <p>Planning, MRBD Limited had been asked to respond to planning policy as part of the Council’s emerging Local Plan. Examples of where empty offices might be converted to residential uses (housing) were discussed. Options for refusing these types of conversions were limited due to the temporary relaxation of national planning policy by central government. MRBD Limited had already issued a statement but it was agreed that this needed to be followed up.</p>	<p>EF, to move forward the waste project</p> <p>SS to liaise with Prowse re: marketing group and include MC</p> <p>ALL, to approach SS with any specific any interest in specific project areas.</p> <p>SS to circulate outline of planning policy response.</p>

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

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**