

Wednesday 14th May 2014 at Grant Thornton, Explorer Building, Fleming Way, RH10 9GT

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), 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), Tony Maynard (CGG), Caroline Hitchcock (B&CE), Joanne Rogers (Prowse), Brett North (Elekta), David Allen (Allen Scott Architects – GUEST)

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), Michael Deacon-Jackson (FTD Johns), William Perks (Peter Perks Limited), Oliver Ellingham (Lok'nStore)

Meeting outcome	Action / outcomes
<p>1 Welcome Caroline Hitchcock (B&CE – New member), Brett North (Elekta - New member), Joanne Rogers (Prowse – marketing/PR lead) and David Allen (Allen Scott Architects - Guest) were welcomed to the meeting.</p>	
<p>2 Approval of minutes The minutes from the meeting of 22nd January were approved.</p>	
<p>3 Finance report The Executive Director presented the Finance Report covering the first year accounts for 2013/4 (uncertified) and the budget for 2014/5.</p> <p>The Group noted the end of year (2013/4) surplus of £142,000, most of which was allocated to projects the BID was committed to e.g. Broadband and People’s Park final payments. The remaining unallocated balance (circa £22k) to be carried forward and allocated to project delivery in 2014/5.</p> <p>The Group noted the allocation of the Budget for 2014/5 to those project areas set out in the project budget report. Allocations had been made in line with the agreed BID Business Plan.</p> <p>Request made to produce an overall Manor Royal document describing the how the Business Plan was being implemented covering “hard” and “soft” project areas and initiatives. Suggestion that the document ought to be a working document that describes how the BID is delivering the Business Plan and making an impact, so capable of being regularly reviewed and updated.</p>	<p>Group noted the presentation of (uncertified) accounts.</p> <p>Group agreed recommendations for 2014/5 budget.</p> <p>SS / JR to meet to discuss Manor Royal Projects document.</p>
<p>4 Executive Director’s Report The Group considered and commented on the Executive Director’s report, which covered the progress on key projects and initiatives and known risks. Progress was noted with the following comments.</p> <p>Broadband: Question raised about credibility check on project plan and timing.</p> <p>CCTV/ANPR: SS advised to raise at an early stage when risks become issues in order that we can recruit support to unblock any problems.</p> <p>HR Forum: Suggestion that this group could provide a mechanism for larger companies to mentor smaller companies. Smaller companies would also benefit from some form of reduced rate advisory service on employment matters.</p> <p>Directory: question raised about Burrows.</p> <p>Capital projects: Question raised about late delivery penalties. Group advised no</p>	<p>SS to circulate BT update report and raise with BT.</p> <p>SS to draw out target delivery dates on report more clearly for future reports.</p> <p>HR Forum to consider support for Smaller companies</p>

	penalties were provided in existing contracts but that full payment was not made until projects had been successfully completed.	
5	<p>Increasing Trade and Reducing cost</p> <p>Local Trade: The BE Group (after a competitive process) had been appointed to work with the BID on a local trade initiative. An initial inception meeting was scheduled (15 May). A small working group to be created to steer this work through the two phases of activity.</p> <p>Reduce costs: Eddie Finch updated on progress on the Manor Royal Procurement Hub. After slow start some positive progress had been made. Some companies set to save the value of their BD levy payment. The Group Waste project was now set to be rolled out (initially in a small area) with Team Waste. The arrangement works on the basis that as more companies join the scheme the greater the overall savings to all involved will be. Promotion of this initiative can begin with immediate effect. An area wide energy project as also being considered (early stages).</p>	<p>ALL to consider their interest and nomination to Local Trade working group.</p> <p>JR – to consider how the Group Waste project might be publicised</p>
6	<p>Manor Royal Projects Pack</p> <p>David Allen presented the Manor Royal Prospectus covering the projects that could be invested in to improve the overall appearance, function and perception of Manor Royal. The prospectus identified a range of projects from signature projects, area wide projects and smaller scale interventions.</p> <p>A proposal was made for next investment priorities focussing on Gateway 3, County Oak entrance, Gateway 1 bridge re-design and signage and wayfaring. This included a sum of £135,000 split between these areas.</p> <p>It was noted that it was beyond the scope or responsibility of the BID to undertake everything identified in the Pack. There would be a role for public partners and a requirement to secure additional funds from public and other sources. The publication and adoption of the Projects Pack would form the basis for those discussions.</p> <p>Other suggestions were made for improving the area including how the areas around the burger vans were used and maintained, use of hoardings for empty sites and Christmas lights.</p> <p>Question also raised about the cleanliness and maintenance of the area, including grass cutting (NOTE: Manor Royal should receive 7 grass cuts pa)</p>	<p>SS to make available copies of the Projects Pack.</p> <p>Group approved allocation of funds.</p> <p>Group stressed the Importance of support from others.</p> <p>DC to follow up on grass cutting.</p> <p>SS to follow up on licence arrangements for burger vans and litter picking.</p> <p>SS / DA to liaise over next projects.</p> <p>SS to investigate feasibility of hoardings and Christmas lights</p>
7	<p>Marketing update</p> <p>Joanne Rogers (Prowse) updated the group on marketing activities since appointment in March and provided a report on the recent Know Your Neighbour event. Question raised about how the BID could increase the effectiveness of its marketing to businesses and staff. Requirement for key metrics e.g. web usage</p>	<p>JR / SS to discuss marketing impact and metrics.</p>
8	<p>Any other Business</p> <p>Gatwick: Draft response presented and agreed. Generally there was support for expansion on economic grounds but there were still too many unanswered questions preventing MRBD from providing outright support.</p> <p>AGM: Planned for late September. Date to be agreed.</p> <p>South east in Bloom: Manor Royal had been entered into this competition. Judging to take place 2nd July.</p>	<p>SS to submit Gatwick response.</p> <p>SS to arrange AGM</p>

All business having been completed the meeting was CLOSED.