

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Markus Wood (Avensys), Tim Rose (Elektta), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles), Yvonne Taylor (PPL Insights), Cllr Bob Lanzer (WSCC), Nick Burrell (WSCC), Clem Smith (Crawley Borough Council), Chris Oxlade (MRBD Limited)

**Apologies:** Marie Ovenden (WSCC), Keith Pordum (Bon Appetit) (Vice-Chair), Tony Maynard (CGG), Clare Silva (MRBD Limited),

Meeting outcome		Action / outcomes
1.	<p><b>Welcome</b></p> <p>Trevor Williams welcomed everyone to the meeting</p>	
2.	<p><b>Actions from 11 May</b></p> <p>Steve Sawyer noted actions taken. The Chair (TW) led the approval of the minutes.</p>	<p><b>Minutes approved</b></p>
3.	<p><b>Finance latest</b></p> <p>Steve Sawyer advised that the levy income is starting to come in although the collection rate is 20% down compared to the same point last year. At the moment the BID is working to its revised “COVID19” budget forecast but difficult to predict overall income levels for the year at this stage.</p> <p>SS went through the revised scaled down budget and services and a note of caution on potential income.</p> <p>SS talked about income on the Digital Signs project, the new Covid-19 package and the outstanding appeal on the rates valuation. Markus Wood spoke about the new companies signing for new package.</p>	<p><b>SS to send budget note</b></p> <p><b>Board noted latest finance position.</b></p>
4.	<p><b>Recovery Plan</b></p> <p>Steve Sawyer presented a final draft of the Manor Royal Recovery Plan outlining the things the BID is doing and planning to do up to the renewal of the BID. The intention is for the Recovery Plan to guide the work of the Manor Royal BID to the start of the Renewal process and allow the BID to more effectively contribute to the wider Crawley Economic Recovery Taskforce.</p> <p>SS then talked through the plans; Phase 1: Shock &amp; Respond, Phase 2: Reset &amp; Restart, Phase 3: Transform &amp; Grow and how we must be prepared to return to previous phases if there is a second wave of the pandemic.</p> <p>SS then took questions from the board. Cllr Peter Smith congratulated the BID and Board for the support with the Crawley Economic Recovery Task Force and plan. Yvonne Taylor asked about the Aviation recovery in the plan and the levy being collected, emphasising the importance of understanding the exposure the BID has to businesses in this sector. TW and SS spoke about the support the BID can give locally.</p> <p>Chris Oxlade updated the board on the marketing support over the last 9 weeks, particularly with companies who haven’t engaged with the BID before.</p> <p>TW spoke about the look and feel of the Business District and how its important more than ever to provide reassurance and encourage new investors to the area.</p> <p>There was a discussion around road surfaces and how important it is to call issues in via the BID or through the Love West Sussex app.</p>	<p><b>The Board approved and adopted the Plan for Manor Royal and approved for it to be published on the BID’s website and social media platforms</b></p> <p><b>SS to look at previous concerning BID exposure</b></p>

<p><b>5. AOB</b></p> <p>Bob Lanzer suggested a press release to be sent regarding the Recovery Plan</p> <p>Markus Wood spoke about temperature scans now available for MR companies. Tim Rose offered to show the new scanners at Elekta.</p> <p>Tim Rose mentioned about the Radio 4 programme 'In Business'. Steve Sawyer spoke about how the programme wanted to focus on Crawley over the next few months about the recovery as a 'before and after' and is speaking to local MR companies across the range of sectors.</p> <p>Tim Rose will forward Elekta's Return to Work plan for sharing via the Manor Royal website and asked for details of Hotel openings.</p> <p>Clem Smith thanked the BID team for their help with the grants process through CBC. 97% of available funding had been distributed to 19% of Crawley companies who are benefiting from government grants, however future funds could be unlocked through projects like Crawley Towns Fund.</p> <p>Julie Kapsalis thanked the BID and Board for all the info and will feed into Coast to Capital.</p> <p>Nick Burrell (WSSC) will share WSSC recovery plans when available.</p> <p>Steve Sawyer spoke about the positive effect of local companies supporting each other and that the MR News magazine will be out early July</p> <p><b>Next ebulletin planned this week</b></p>	<p><b>CO To action</b></p> <p><b>TR to send Elekta Return to Work plan.</b></p> <p><b>SS to forward Hotel opening details.</b></p> <p><b>NB to send out plans</b></p>
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All business having been completed the meeting was CLOSED at 11.05