

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Markus Wood (Avensys), Steve Sawyer (MRBD Ltd), Clem Smith (Crawley Borough Council), Joanne Rogers (Prowse), Keith Pordum (Bon Appetit) (Vice Chair), Jeremy Taylor (Gatwick Diamond Business), Cllr Peter Smith (Crawley Borough Council), Chris Primett (Welland Medical), Laura Miles (FTD Johns), Zoe Wright (BandCE), Rachel Thomas (B&CE), Geoff Cooper (Auditel), Jon Maile (Grant Thornton), Mark Curtis (Split Image), Sam Murray (MRBD Ltd), John Peel (Coast-to-Capital LEP)

Apologies: Trevor Williams (Thales UK) (Chair), Sarah Godfrey (Virgin Atlantic), Mel Mehmet (easit), Tony Maynard (CGG), Oliver Ellingham (Lok'nStore), Michael Deacon-Jackson (FTD Johns), Eddie Finch, (Auditel), Cindy Agnew (easit), Mel Mehmet (easit), William Perks (Peter Perks Limited), Jeremy Day (Doosan), Marie Ovenden (West Sussex County Council), Paul Searle (P&H Motorcycles), Brett North (Elekta)

Meeting outcome		Action / outcomes
1	<p>Welcome</p> <p>Steve Sawyer welcomed to the Management Team, Rachel Thomas of B&CE replacing Caroline Hitchcock, Jon Maile of Grant Thornton replacing Paula Jeffrey. Introducing Laura Miles representing FTD Johns, in absence of Michael Deacon-Jackson, Geoff Cooper representing Auditel, in absence of Eddie Finch.</p>	
2	<p>Approval of minutes</p> <ul style="list-style-type: none"> - BID central costs - running at 12% with British BIDS central costs guidance at no more than 20%, within scope nationally, option to increase costs if required. - Database – An essential service for the BID to have in place for contacts and projects, particularly now working with two members of staff. - CBC Service Levels – If any areas are not to standard the BID and the borough council should discuss. PSmith asked that issues are to be raised with him for action. Currently no issues. - Neighbourhood Plan – British BIDs have stressed that BIDs are well positioned to develop a neighbourhood plan. Manor Royal BID has that option, but remain engaged in the planning process and borough council's Local Plan. - Minutes of Wed 20 May approved 	SM to scope database requirements on return from leave
3	<p>Executive Director Update</p>	
i	<p>Finance and Budget</p> <ul style="list-style-type: none"> - Income and expenditure is as expected. Depending on the progress of projects we anticipate a year-end balance of £130k (including a £50,000 reserve). - There may also be additional funds returned to the BID from Sussex Police in respect of the security camera project. - JP asked to view 'Budget year to date'. Detailed budgets are provided at Board level. SS happy to include an extra column showing year to date budget. 	SS to raise with the Board.
i	<p>Updates on Projects</p> <p>Woolborough Lane improvements Delivered and well received. SM liaising with WSHighways to find a resolution to a drainage/water leak issue.</p> <p>Broadband All issues resolved and remaining five cabinets in commissioning, which takes time. It has been a struggle but is a huge achievement for the BID. It was discussed that 'businesses did not realise the consequence of no action'. Small businesses would have suffered if the issue had not been tackled. It was agreed that the BID should celebrate the success of this project once the final cabinets are ready for service.</p>	JR to celebrate the success story through communication channels.

<p>CCTV and ANPR The Information Commissioners Office (ICO) required additional information, due to new legislation, prior to the installation of the ANPR cameras. A security survey was generated by the police and circulated to businesses via Business Watch and a postal mailing from the BID. The response has been positive and the ICO are satisfied there is justification for the security cameras. Installation imminent subject to signing the MoU. The long delays have been caused by factors beyond the control of the BID.</p> <p>Gateway 3 and Wayfinding Both projects progressing. Planning packs being prepared for submission by 27 July. JT offered external support for the planning applications. The BID is awaiting a formal grant offer letter from the WSCCC (accountable body for LEP funding).</p> <ul style="list-style-type: none"> • Wayfinding Visuals The sign family was shown to the group and SS indicated that the new street signs were more robust than existing. The visuals were well received, and described as a bright message, good, clear and vibrant for all employees working in the area. For planning, the lamp post banner are not required but do require a license. • Gateway 3 Visuals The conceptual drawings were shown to the group. The architects have developed the structure to meet costs and engineering practicalities, with keen assistance from Waterman's. The visuals were well received with size, scale, materials and concept reflecting a strong piece for Gateway 3, and sensitivity surrounding planting factored in to the planning application. <p>Footbridge, Gatwick Road WSCC will carry out investigations on the foundations to explore the prospects of a better bridge rather than repairing the existing. The BID is committed to not more than £80k contingent on WSCC maintaining their £180k investment. SS asked Cllr Peter Smith to pass on our sincere thanks to Cllr Peter Lamb for his assistance in pursuing this route of investigation for a more superior bridge than the existing.</p> <p>Bespoke Training Courses A Working Group have developed a three month pilot scheme running from September to December. A range of courses are offered. The majority being held within Manor Royal. Doosan and Avensys have offered sites as venues. All Manor Royal companies would receive discounted training but with BID levy payers receiving best price training. The success of the pilot would be received in December with a view to developing a year round programme. The arrangement also offers businesses 20% discount on short courses and 10% discount on professional courses.</p> <p>Winter Gritting JT raised the issue that the BID should be considering the gritting options now to alleviate any risk of being unprepared this winter. The BID has the necessary information to progress this.</p> <p>Procurement Hub GC raised that where there are notable successes. Auditel is offering to be based at the BID office at regular times for meetings and phone calls. The scheme needs to be promoted well to increase the notable savings and benefits to businesses.</p> <p>Travel to work JT indicated that easit requires better promotion for greater presence in Manor Royal with an emphasis on informing employees of the benefits. Since the introduction of the BID, membership of easit has over-doubled but there is a view that more should be done to promote the scheme. The cost of the easit card (£4.80 per card) has had an effect on take up, but those who pay are possibly using it more than when it was a free card for all. Manor Royal easit cards have BID logo on it of which there are over 5,600 in circulation.</p> <p>Christmas Lights This has been costed but not actioned. Executive Director expressed caution and a</p>	<p>SM and SS to feedback comments to Allen Scott for development.</p> <p>Plans in place. SS and SM to liaise with WSCC</p> <p>JR to explore Auditel promotion</p> <p>JT to lead transport mtg, focusing on easit promotional ideas.</p>
--	---

	need to evaluate the benefits in the context of the BID Plan and stated priorities. Management Group, by a show of hands, supported further work to look at the costs and practicalities. Possibility to attract sponsorship to reduce cost to the BID.	SM to look at costs and investigate further.
4 i	<p>Briefing Notes and Roadmap</p> <p>SS indicated the date of the AGM Wednesday 30 September. SS would like all management team to draw close attention to the paper:- Manor Royal Group Briefing Note 23 July 2015 (attached)</p> <p>1. Decisions / Approval Required.</p> <p>B. Future Projects and Plan – Year Four, projects and progress towards renewal.</p> <p>The Executive Director requires <i>all</i> views from all management team to feedback your thoughts on future projects for Year 4. Next year is the mid-term review. BID term 2 decision is to be taken by the end of this year on future projects.</p> <p>PCSO: Discussion over the benefit of having a dedicated PCSO for Manor Royal as the BID no longer has, despite lobbying for this resource.</p> <p>Manor Royal Matters: The formation of a new event for the BID in place on 11th or 12th November as an engagement event for businesses to become more involved in the BID and attend workshops on key issues. It was noted that this event could address some of the areas requiring additional promotion and a way of engaging directly with BID partners.</p>	<p>JT and SS to liaise on County Oak representative.</p> <p>All Management team</p> <p>SS and JR to draw up the detail.</p>
5	<p>Article 4</p> <p>CS gave an update indicating that Crawley Borough Council Cabinet has approved Article 4 exemption to protect office space for Manor Royal from residential development. The consultation starts now and ends in July 2016. CS indicated that to up the pressure, there needs to be a strong and comprehensive statement from businesses and to sign up to the statement, drafted and attached with agenda notes, to send to the government. BID has encouraged this approach for some time and will promote to Manor Royal businesses.</p>	<p>SS to look at British BIDs approach to this issue.</p> <p>SS and JR to liaise to inform Manor Royal businesses.</p>
6	<p>AOB</p> <p>Energy Offer</p> <p>MW flagged an offer for saving money on energy – to be circulated</p> <p>Crawter’s Brook</p> <p>South East in Bloom judge visited the ‘People’s Park’ on Mon 20 July to judge the ‘Conservation Award’. The awards ceremony is on Friday 11 September. Business volunteering is popular with dates set in October and a plan developing with Gatwick Greenspace for next year.</p> <p>GoKarting for Charity</p> <p>JT promoted to GDB Charity Challenge which is taking place on Thursday 1 October at a Manor Royal business venue, TeamSport. 6 to a team but with the ability to make up a team from different businesses. For more information... http://www.manorroyal.org/pages/eventsManager.cfm?page_id=4&event_id=98</p>	

All business having been completed the meeting was CLOSED at 11.15am.

DATES FOR THE DIARY

- Wed 9 September – Management Meeting - Thales, War Room
- 30 September – AGM Premier Inn
- 11 or 12 November - ‘Manor Royal Matters’ TBC