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## **“THE MANOR ROYAL DEAL”**

### **WORKING TOGETHER IN MANOR ROYAL: A LOCAL AUTHORITY / BID DEAL**

**Date May 2018**

**Version 7.0 (final)**

## **Purpose**

The Manor Royal Business District is the largest single business area of Crawley, West Sussex and the Gatwick Diamond.

This Deal document serves as a clear and public declaration of how the Manor Royal BID (MR BID) and Local Authority partners – Crawley Borough Council (CBC) and West Sussex County Council (WSCC) - will continue to work together to:

- Deliver the Crawley Growth Programme in Manor Royal
- Deliver the Manor Royal BID Proposal
- Take opportunities as they arise to improve Manor Royal as a key business and employment district in West Sussex.

This agreement sets out the principles of our shared approach to partnership working.

From time to time other agreements will be drawn up between two or more of the parties, as required, outlining formal financial and delivery commitments relating to specific programmes and projects, including those required by Part 4 of the Local Government Act 2003 and the Business Improvement District (England) Regulations 2004. These agreements will complement this “Deal document” but be independent of it.

Other agreements will include but not be limited to:

- baseline agreements identifying key service levels, agreed as part of the Manor Royal BID Proposal
- other agreements as required outlining formal financial and delivery commitments relating to specific programmes and projects

## **Background**

Manor Royal BID<sup>1</sup>, West Sussex County Council and Crawley Borough Council each have regulatory and/or statutory requirements to satisfy, underpinned by appropriate independent governance mechanisms.

A BID must be agreed by a ballot of levy payers (see below) and is funded in whole or in part by a levy additional to the non-domestic rates.

Those services and projects provided by a BID must be:

- Additional to what is already provided by other stakeholders through business rates funding (referred to as “additionality”)
- Geographically specific within the designated Manor Royal BID area
- Defined in the BID Proposal / Business Plan
- Sanctioned by a vote (The BID Ballot) by those non-domestic ratepayers who are expected to make a contribution (The BID Levy)

Subject to a successful BID Ballot outcome and in accordance with the BID Levy Rules all non-domestic rate payers within the designated Manor Royal BID area are expected to make an annual BID Levy contribution, regardless of how they voted in the BID Ballot. The BID Levy is collected by Crawley Borough Council and transferred to a not-for-profit BID Body set up for the purpose of operating the BID and delivering the BID Business Plan (The Manor Royal BID Company - MRBD Limited). In accordance with these rules and regulations, the Manor Royal BID was created in June 2013.

Partnership arrangements with the local authorities are formally defined through this Deal and as required by the BID Regulations.

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<sup>1</sup> Business Improvements Districts (England) Regulations 2004 (SI2004/2443)

Baseline Agreements have been agreed between the MRBD, WSCC and CBC. These agreements establish the baseline level of service provided to businesses in the Manor Royal Business District and form part of the Manor Royal BID Proposal contained in Appendix B and publicly available via [www.manorroyal.org](http://www.manorroyal.org)

Working in partnership WSCC, CBC and MRBD can align resources and programmes to achieve added value and benefit.

This Deal goes beyond the regulatory and statutory requirements to encompass the wider principles of how the Manor Royal BID and its Local Authority partners work together to plan and deliver additional services, in the spirit of good partnership in order to:

- Deliver the Crawley Growth Programme in Manor Royal
- Deliver the MRBD Business Plan
- Take opportunities as they arise to improve Manor Royal as a key business and employment district in West Sussex

### **The Deal Commitments - General**

The Manor Royal BID and Local Authority Partners commit to a style of partnership characterised by its:

- Openness, including openness to new ideas and ways of working
- Trust
- Shared commitment
- Co-operation- combining complementary public and private sector know-how and expertise.
- Commitment to working together and supporting each other to pro-actively drive forward agreed priorities, get things done and remove obstacles

This Deal commits to / ensures that:

- Plans of the BID and Local Authority partners will be properly aligned and proactively managed
- Funds will be aligned and resources put to best use across the partnership to deliver outcomes of direct tangible benefit to Manor Royal businesses.
- The work of the BID will be supported appropriately by partners to ensure the efficient planning and delivery of projects
- That Manor Royal Businesses will experience full visibility of the support that Local Authority partners are committed to making to Manor Royal BID .
- Wherever possible and provided it does not distract from its core purpose, the Manor Royal BID is involved in the work of the Local Authority partners to support relevant plans, activities and initiatives, particularly those which unlock business, jobs and commercial space growth within Manor Royal.
- That Manor Royal bid is recognized as a credible partner to both local authorities.
- That MRBD and its local authority partners work to best effect to deliver the shared objectives, projects and programmes, including the Crawley Growth Programme .

\*\* None of the above in anyway denies the individual sovereignty or right of either organisation to pursue its own objectives as it sees fit

### **The Deal Commitments - Strategic**

The Deal represents a commitment by MRBD and the local authority partners to ensure that:

- Manor Royal is properly identified in strategic plans and policies and the Manor Royal BID is to be involved, where applicable, in their development

- Where new interventions, projects or services are drawn up or where changes to existing services or service levels that affect Manor Royal are envisaged within Manor Royal then MR BID will be consulted at the earliest practical stage and involved wherever possible.
- Appropriate officers, and as necessary elected Members, are to be involved in BID meetings with a commitment from local authority partners that those officers present have sufficient authority to make or enable decisions or advise on projects and plans proposed by the Manor Royal BID so that plans are aligned and available resources are made best use of.
- Named officers are identified within both organisations as the main points of contact (Prime Local Authority Contact) for issues affecting Manor Royal, alongside demonstrable assurance that the process for escalating issues is clear.
- Prime Local Authority Contacts perform a critical role in scoping and advising on BID projects or nominating other appropriate officers as necessary. Most likely those officers assigned as prime local authority contacts will be those nominated to attend BID Board and Management Group meetings(\*).

(\*) One position on the Manor Royal BID Board is reserved for the Local Authority, usually the appropriate Cabinet member of Crawley Borough Council. Local authority officers of West Sussex County Council and Crawley Borough Council are invited to attend meetings of the BID Board and Management Group in non-voting advisory roles.

### **The Deal Commitments – Operational**

The Deal commits to / ensures that:

- Prime Local Authority Contacts nominate appropriate officers within their organisation to support agreed projects
- Nominated officers have the mandate to speak on behalf of and represent the views and position of their respective organisation
- Nominated officers are consulted on BID projects in view of their role to advise on the design, development and delivery of projects.
- Nominated officers ought to be able to identify any issues that might obstruct successful delivery and advise on resolving those issues, identifying, liaising with and advising of other officers within their organisations as necessary. Otherwise they should be in a position to acquire the advice from colleagues as quickly as possible to resolve or deal with any outstanding matters.

Key areas of co-ordination, secured through the mechanism identified above, will include:

- Policy development
- Planning and design (without prejudice to the jurisdiction of the Local Planning Authority)
- Lobbying for change and investment on agreed strategic matters
- Strengthening strategic level co-operation with other key stakeholders, including Gatwick Airport.
- On-going maintenance implications
- Service delivery frequency and standards as set out in but not limited to the Baseline and Operating Agreements.
- Ownership (land) issues
- Highways, travel and sustainable transport
- Licensing and legal implications
- Potential for funding, including Section 106 and other
- Relationship with existing Council services and commitments
- Advice on member engagement
- Licensing and permits etc
- Business engagement and directory
- Employment and Skills development initiatives
- Buy local campaigns
- Supply chain development

- Inward investment and investor relations
- Employee engagement, communications and promotion

**Representation and engagement**

The Manor Royal BID will make available one position on its Board for the Local Authority partners. This will be set out in its Articles of Association and Terms of Reference. Other Local Authority representatives will also be invited to attend Board meetings as Advisers to the Board. In this way both Crawley Borough Council and West Sussex County Council will be represented and involved in Manor Royal BID Board meetings.

Board meetings will be held at least four times per year and representatives from both Local Authorities will be invited in whatever capacity agreed.


Management Group meetings will take place approximately six times per annum to which representatives from both Local Authorities will be invited. Local Authority Partners will determine the appropriate representative to attend.

In addition specific meetings between representatives of the Manor Royal BID and Local Authority Partners will take place on a regular basis, at least quarterly, in line with this agreement. The Manor Royal BID will be an integral partner and stakeholder in the Crawley Growth programme and its Executive Director will attend meetings of the Crawley Growth Programme Delivery Team, which meets monthly to oversee operational delivery.

**Signatories**


Organisation: Manor Royal Business District (BID) Company

Name: TREVER WILLIAMS

Signature: 

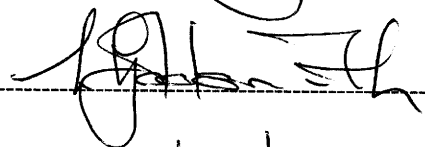
Organisation: Crawley Borough Council

Name: PETER LAMB

Signature: 

Organisation: West Sussex County Council

Name: Kevin G. Smith

Signature: 

DATE: 25/5/12