

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Clem Smith (Crawley Borough Council), Zoe Wright (B&CE), Michael Deacon-Jackson (FTD Johns), , Cllr Peter Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Clare Silva (MRBD Limited), Paul Roe (Kreston Reeves) (joined meeting at approx. 09:30)

**Apologies:** Keith Pordum (Bon Appetit) (Vice-Chair), Chris Oxlade (MRBD Limited), Nick Burrell (WSSC), Marie Ovenden (WSSC), Tony Maynard (CGG)

Meeting outcome	Action / outcomes
<p><b>1 Welcome and approval of the minutes</b> Trevor Williams welcomed everyone to the meeting. The minutes of 18 October 2019 were approved.</p>	<p>Minutes approved</p>
<p><b>2 Board membership</b> Acknowledgements of retirees: Zoe Wright (B&amp;CE) and Paul Roe (Kreston Reeves). Special thanks was given to both Paul Roe (PR) and Zoe Wright (ZW) for their dedication to the Board. Trevor presented both with a thank you gift as a token of the BID's gratitude to their positive contributions made during their time on the Board.</p> <p>Nomination of Chair and Vice-Chair for the year ahead (to December 2020). Trevor Williams (TW) was nominated as Chair and Keith Pordum (KP) nominated as Vice-Chair TW left the room to allow Board to vote to re-elect and unanimously both were voted to continue to represent the Board. (Trevor Williams returned).</p> <p>Consideration of new Directors. The Board discussed those who have expressed an interest in standing to represent the Board. A further discussion took place about the skills required. The Board were asked to consider any individuals they would consider worthwhile approaching alongside those coming forward voluntarily.</p>	<p>Board to contact the BID office with names of possible Board members.</p>
<p><b>3 Finance update (Current financial position (2019/20) -Section 1</b> Provisional budget for next financial year, plus forecast (2020/21) - <b>Section 2)</b></p> <p>The finance position was discussed and an end of year balance of £36,000 was reported. This is lower than predicted due to the TOPO work that has been undertaken in preparation for the next phase of the Manor Royal Micro Parks/Trails Projects.</p> <p>In addition, the valuation office has now valued the Digital Signs at £18,000 per unit. This is the maximum valuation they can apply and will wipe out the surplus on anticipated revenues from the signs. The BID office is appealing against this decision. Michael Deacon-Jackson (MDJ) offered to support with completing the appeals form and gave advice about the appeals process.</p> <p><b>The Board approved the Budget position.</b></p>	<p>The Board approved the Budget position.</p>
<p><b>4 Possible future commitments (Section 3)</b> <b>Re-Energise Manor Royal (Renewable Energy)</b> To date this project has been solely funded by the EU and Your Energy Sussex (West Sussex County Council). A contribution may be required by the BID to refine the details of how the Manor Royal Energy Company (MREC) would operate so that businesses and landlords can make a decision to commit to progressing the decentralised, collaborative energy arrangements.</p> <p><b>Ultrafast (gigabit) Broadband</b></p>	

	<p>Peter Smith (PS) advised the Board that the cabinet have approved significant investment to fund the backbone of gigabit fibre in Crawley and Manor Royal. They plan to start work this time next year. More details can be found on the Labour party website. Steve Sawyer (SS) questioned whether the spine will allow access for all businesses? The BID's main priority is to ensure every business can access Gigabit broadband.</p> <p><b>Security Radio System</b> Currently in proposal stage, with quotes having been sought. Implementation will not take place until post-February 2020 when a meeting of the retailers is planned and only then once BID Board approval is given. The retailers are very supportive of this initiative.</p> <p><b>Re-deployable Security Cameras</b> Steve Sawyer advised the Board that the Police have offered to purchase one camera and to cover its maintenance, which could be used as a pilot. Both the Police and MR Business Rangers will have access to the video footage. Discussion took place over how the camera is powered and how secure it is from theft. Julie Kapsalis (JK) suggested that if the pilot is successful, could look at additional camera and ask businesses for a collective contribution towards the costs.</p> <p><b>Manor Royal Micro-park / Trail Project</b> Phase 1 (narrative and design strategy) completed. Previously indicated that the BID could commitment circa £100,000 over three years but would still need investment from elsewhere and funding from the Arts Council will be sought. A meeting has been arranged by the BID office to explore applying for further Arts Council funding.</p> <p><b>Suggested commitments:</b> Steve Sawyer (SS) suggested that the BID focus on the Trail Project, Re-Energise Manor Royal, Security radio's and take up the offer from the Police to fund one re-deployable security camera and use as a pilot. Gigabit broadband will remain on hold until further updates are available from CBC.</p>	<p>SS to follow up with PS to understand the detail of the publically funded broadband solution.</p> <p>Clare Silva (CS) to investigate how camera is powered.</p> <p>Board approved recommendations</p>
5.	<p><b>1. Possible funding options (Section 4)</b></p> <p><b>Arts Council Project Grant (Over £100,000)</b> A meeting with the Arts Council has been arranged to discuss criteria, approach and how much the BID could apply for. The Arts Council are already aware of the project and funded Phase 1.</p> <p><b>Government Towns Fund (up to £25m for Crawley)</b> More information about this fund will be available from next week. Peter Smith (PS) will update the Board as soon as any decision have been announced but indicated the Manor Royal BID would be involved in the Town Board and development of the Town Investment Plan.</p> <p>Other minor funds and grants were detailed in the Board papers</p>	<p>SS/CS to meet with the Arts Council</p> <p>SS to liaise with PS concerning Manor Royal BID involvement in the Town Fund</p>
6.	<p><b>Projects and Services update (Section 5)</b></p> <p><b>Winter gritting</b> – 5 activations have already taken place this year. In response to cuts across to the publically funded service across the County the BID has increased the roads it treats during bad weather.</p> <p>Peter Smith advised that there is a council (West Sussex County Council) reduction in winter gritting across residential roads, from 40% to 30% of roads, focussing on the main roads.</p> <p><b>Parking Management</b> – No further movement on the cost. Recent CLC meeting</p>	

	<p>discussed blanket parking schemes for Crawley Town Centre and residential areas with no mention of Manor Royal. The BID will follow this closely.</p> <p><b>Defibrillators</b> – Discussion took place over publicly available defibs on Manor Royal, and whether we can pull together a list. Potentially there may not very many and may be seen as a negative. Julie Kapsalis (JK) suggested we flip this negative into positive to promote to businesses – how many lives can be saved, that no training is needed and potential funding might be available to support costs. Markus Wood advised that Avensys have one on site and the cost was covered by the British Heart Foundation scheme. The BID office will look into this scheme.</p>	<p>Clare Silva (BID team) to explore funding and potential to house at park areas.</p>
<p>7.</p>	<p><b>Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• Core communications being delivered (website, eBulletin, social media)</li> <li>• Manor Royal News Issue 29 (Charities &amp; Community Special) distributed. Due January</li> <li>• Events delivered: People Conference (10 Oct), Manor Royal Matters/AGM (14 Nov) – feedback was very positive on first combined AGM and Manor Royal Matters conference. Christmas event @ L3Harris (04 Dec)</li> <li>• Feedback from Manor Royal Matters was developing a sense of Community and connecting individuals on Manor Royal. Discussed staff events (see below in diary dates) Mixed groups of Softball was a suggested additional event.</li> </ul>	
<p>8.</p>	<p><b>AOB</b></p> <p><b>GDB Passport</b> – available to all MR companies, giving access to a number of free networking sessions and discounted membership. This will be promoted through the usual MR social channels.</p> <p><b>Local Plan review</b> – Subject to full sign off 16 December 2019, final version end March 2020. Clem Smith (CS) advised that Manor Royal remains protected for B Class use. Manor Royal BID has submitted response and will need to review the Local Plan in January to see to what extent Crawley BC have responded to feedback.</p> <p><b>GAL Masterplan</b> – BID involved in discussions and fact finding.</p> <p><b>Local Industrial Strategy (LIS)</b> Coast 2 Capital submitting strategy end of March. The Manor Royal BID has submitted responses and been involved in workshops and interviews.</p> <p><b>New Route 11 bus service</b> – A brand new bus service is being launched beginning January to service Maidenbower/Three bridges Station and Manor Royal. This service will run as a pilot over 6 months, so take up of this service is key to securing it's future. This will be promoted through the usual MR social channels, Metrobuses social media channels and Easit Travel.</p> <p><b>Chichester College Group</b> – Approval for a Stem Centre at Crawley College has been granted. Julie Kapsalis (JK) gave thanks to the BID for supporting this initiative. Work will start in January 2020.</p> <p>Julie Kapsalis (JK) also mentioned they are looking for stakeholder board members. They would meet 3 x annually to review the college curriculum to ensure it meets the needs of the business community. Anyone interested to get in contact with Julie (JK) or through the BID office.</p> <p><b>Charity Golf day</b> – Markus Wood (MW) suggested there might now be an appetite for a charity golf day.</p>	

**All business having been completed the meeting was CLOSED at 10.40 am.**

**2019 DIARY DATES**

- Next events: People Conference (16 Jan)
- Careers EXPO (02 April)
- Know Your Neighbour (12 May)

Staff events:

- Badminton tournament (19 Feb)
- 6-a-side Football (11 June)
- Netball (02 Sept)