

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit), Michael Deacon-Jackson (FTD Johns), Paul Searle (P&H Motorcycles), Cllr Peter Smith (Crawley Borough Council), Duncan Barratt (West Sussex County Council), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Roe (Kreston Reeves Markus Wood (Avensys), Sam Murray (MRBD Limited).

Apologies: Joanne Rogers (Prowse), Zoe Wright (BandCE), Clem Smith (Crawley Borough Council), Tony Maynard (CGG),

Meeting outcome	Action / outcomes
<p>1 Welcome and approval of the minutes Trevor Williams welcomed Paul Roe to the Board, and Board members to the meeting. The minutes from the Board meeting of 27 July 2018 were approved. The BID Christmas Evening event on 5th December was praised with special thanks to Glen Obee and his team at Motorline Lexus for hosting the event.</p>	<p>Minutes approved SS to formally thank Motorline Chairman</p>
<p>2 Governance / Housekeeping As per the BID company rules, nominations for Chair and Vice Chair were made. Trevor Williams, Chairman and Keith Pordum, Vice Chairman were asked to leave the meeting whilst the Board confirmed TW as Chair and KP as Vice-Chair. SS thanked TW and KP for their continued support and direction to the BID. SS circulated revised Terms of Reference. ToR to be amended to reflect the role of BID Advisors. No further changes were suggested. SS asked that all Directors complete the Register of Interests form. TOR and Register of Interests will be published on the website.</p>	<p>The appointments of Chairman and Vice Chairman were approved. Subject to suggested amends the revised ToR were approved. Outstanding declarations of interest to be completed.</p>
<p>3 Finance update (Exec Directors report sections 1 & 2) SS presented the financial position. There is £10k in levy to collect (97.9%). As previously discussed, there is anticipated to be an end of year deficit (£36,710) for which the Board has an agreed plan. SS presented the 5 year budget plan which he described as the ‘pessimistic’ plan, on this basis the full reserve would not be fully restored until year 4. Gateway 1 work is underway with a BID contribution of £80k due in year 3. Communications, Events and Services all factored in for delivery within budget. The cautious budget doesn’t factor any external income for Digital Signage but it does include the £83k contribution from WSCC in year 1. SS reminded the Board of the plans to deliver projects in Manor Royal as part of the Crawley Growth Programme (in partnership with West Sussex County Council, Crawley Borough Council and others) over the next few years and will also will explore opportunities for external funding. There are risks involved in two significant projects - Digital Signage and Gateway 1. Digital signage is led by the BID in partnership with WSCC with the contribution agreed. The costs for power connections for two sites far exceed expected costs. DB MW and SS have discussed options, preferring to execute the project in two phases, delivering four signs now, two later (based on the success of the first four). This will require the BID to renegotiate the existing contract in place with WSCC. MW confirmed that orders have been secured at pre-Brexit prices with free installation. Avensys could fund the extra two signs to relocate to alternative locations after further surveys with a buy back option to allow all 6 to be delivered at the best price. The first 4 signs will be installed during January for expected “go –live” in February. The launch will incorporate an early-birds offer. The detail of the pricing and process is still to be agreed. Public non-fee messaging time has been incorporated and the sign design is consistent with BID signage and wayfinding system with custom topper. Gateway 1 – The BID is leading on the project, being delivered through the Crawley Growth Programme which has enabled the project to be delivered in year 1. The BID is</p>	<p>The Board agreed to four signs over six if WSCC can review initial contract to reflect this. DB will discuss with WSCC Legal department to review the contract.</p>

	<p>at 'low risk' but WSCC and the BID need to agree transfer of funds. Work has commenced and will be off the central reserve next week.</p> <p>SS confirmed that 9,000 employees in Manor Royal have easit cards and that the Manor Royal Jobs Board has offered savings to businesses with a number of jobs advertised. It is a good news story with more to be done in this area.</p> <p>SS explained the full reserve was based on 6 months running costs of circa £50,000 to make good the assets and formerly close the BID if it were not successful in securing BID term 3.</p>	<p>SS to circulate statistics for easit scheme and Manor Royal Jobs Board.</p> <p>The Board approved the finances.</p>
4	<p>Projects update (Section 3) SS presented the project update report to the Board which was discussed.</p> <p>Gateway 1 and Digital Signs: recorded previously.</p> <p>Re-Energise: Jeremy Day, Doosan, is Chairing the group whose aim is to look at generating energy on-site from renewable sources Initial work has established the most feasible technologies (mostly solar energy and district heat) and that good rates of return can be achieved. Current work involves looking model to achieve funding and co-operative governance arrangements. PS highlighted the need to check on planning constraints specifically in relation to proximity of Gatwick. It was noted that Ingrid Bennett of WSCC has changed the pace of the project and that the next crucial milestone is Jan/Feb 2019.</p> <p>Business Directory: It has been identified that the directory could be more effective for Manor Royal businesses, utilising the BID database information, but there are no funds as yet to deliver this project. There were suggestions to incorporate IT technology to prevent data scraping.</p> <p>Faster Broadband: SS stressed that ALL business can access the current faster fibre-based broadband across Manor Royal. Discussions are on-going with providers to explore how Manor Royal can achieve ultra-fast speeds for businesses. SS asked the Board to allow continued work on research to gather content.</p> <p>Defibrillators: There poses a question of which businesses have them, and which are available for public access. JK suggested a formal audit to document locations and access. SecAMB within Manor Royal have been helpful in securing a defib for the Business Rangers. Further work to be done of the cost and feasibility of installing defibs in public areas.</p> <p>Manor Royal (Micro Park) Trail: 8 sites have been identified in the Projects Pack to create interesting places for people to walk to, have lunch and explore the business district. The project would create better wayfinding and identity, whilst uncovering the depth of story of Manor Royal and so creating a stronger connection with the place. SS asked the Board for approval of the first part of the project – an initial interpretation phase, to roll out to each area over time - depending on funding.</p>	<p>SS to remind ReEnergise project team of planning constraints.</p> <p>Expressions of interest in the project were noted.</p> <p>Signpost businesses with Broadband difficulties to SS.</p> <p>The Board agreed further investigation.</p> <p>The Board approved. SM to lead on project.</p>
5	<p>Transport Group and Parking Plan: Consultation on the Manor Royal Parking Management Plan is on-going on plans to improve parking management and enforcement of the public highway. The suggestion is to introduce a business parking permit scheme. PS highlighted that CBC are reviewing the local plan which the BID should feed in to. It is a controversial plan and SS asked the Board to approve the consultation to be extended to give as much time as possible to generate responses.</p>	<p>The Board approved an extension to the consultation.</p>
6	<p>Gatwick Airport Masterplan – SS presented the plan and gave an overview of content with a draft response from the BID to submit by 10th January. There was discussion regarding the plan. Two issues were key – Infrastructure and safeguarding. There was support for Gatwick economically but a reserved a level of support due to the need for more emphasis on infrastructure and impact on businesses. Questions were raised concerning whether the BID is asking enough of Gatwick and a feeling that Gatwick should be working more closely with the BID and local businesses. Suggestions on changes in the draft response were noted.</p> <p>SS circulated a letter from Gatwick requesting support. Following discussion, it was agreed to not sign the letter but for the BID to its own separate response.</p>	<p>SS to amend the draft and circulate for approval.</p> <p>The Board agreed that the Manor Royal BID should not sign this letter or provide its logo for such use.</p>

<p>7</p>	<p>Marketing and Communications</p> <p>JR sent an update to be included within the minutes.</p> <p>Inaugural People Conference: Delivered with better than expected engagement with MR businesses. C100 people attended with good speakers. Negotiated venue free of hire charge from Sandman on behalf of BID saving a few Ks.</p> <p>Manor Royal Matters: Delivered with positive feedback from participants and delegates. A note of thanks to all speakers & panellists was sent from Prowse on the BID's behalf. Manor Royal Matters report, including the results of the voting, is online.</p> <p>Manor Royal Careers Expo: Scheduled for 4 April at Arora. Sponsored by B&CE and supported by Prowse. Branding created. Open for exhibitor bookings – 15 of 60 stands already booked. Liaison with schools, colleges, partners + general publicity underway.</p> <p>Manor Royal Know Your Neighbour: Scheduled for 14th May at Crowne Plaza. Open for exhibitor bookings. 28 out of 50 stands already booked. Publicity underway.</p> <p>Manor Royal News: 12 pages of content drafted aside from SS contributions. Aiming to go into production this week. Distribution early Jan.</p> <p>eBulletin: Produced monthly since last Board Meeting.</p> <p>Website: Updated weekly with latest news, events and content updates. All new training courses also added online.</p> <p>Social Media: Regularly posted over the summer in Sam's absence.</p> <p>AGM + Annual Report also delivered.</p> <p>Looking ahead to 2019, marketing/comms priorities – in addition to day-to-day comms likely to include:</p> <ul style="list-style-type: none"> • launching digital signs and embedding them as new BID marketing channel • Widening comms to external audiences to raise profile of MR as 'the location of choice' (ahead of competitor sites coming on stream over next few years.) • engaging with LEP on new local industrial strategy (LEP just got go ahead to proceed from Gov) • Website improvements suggested with a view to make improvements when the Business Directory is changed. 	
<p>7</p>	<p>Other Matters / AOB</p> <p>Manor Royal Mile</p> <p>This is the proposal being made by the organisation that organises Run Gatwick and Run Reigate. The concept is based on the successful Bloomberg Square Mile that has run for many years in London and other global cities but adapted for Manor Royal. A note on the event was circulated.</p> <p>Note of thanks - Developing Staff</p> <p>SM completed the Certificate in BID Management and collected her award during the British BIDs conference in November. She gave thanks to SS and the Board for investing in her training, to personnel from the Board, Management and Talent and Training Group who aided her in the research project – and gave special thanks to Jo Rogers who was her mentor throughout the process.</p> <p>Charity Golf Day</p> <p>MW outlined a proposal to hold a charity golf day at Ashdown Forest Golf Course as the General Manager has offered the course free of charge in order for Manor Royal BID to host an event to raise money for local charities. There were suggestions to create the event with something for non-golfers too.</p> <p>Central Reservations Cleaning</p> <p>SS flagged that there are some areas throughout Manor Royal that are not being cleaned well, where lorry spray and winter debris is building up in the central reservations. This was an issue that would need to be raised with WSCC.</p>	<p>SS to circulate full details and asked for feedback.</p> <p>The Board were supportive of the idea, to build a charity arm to the BID.</p>

All business having been completed the meeting was CLOSED at 10.45am.

2019 DIARY DATES

Friday 8 th March	Board Meeting	Thales
Wednesday 23 rd January	Management Meeting	Elekta
Thursday 4 th April	Manor Royal Careers EXPO	The Arora Hotel
Tuesday 14 th May	Know your Neighbour	The Crowne Plaza
Friday 26 th July	Board Meeting	Thales