

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Clem Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Clare Silva (MRBD Limited), Nick Burrell (WSCC), Chris Oxlade (MRBD Limited)

Apologies: Keith Pordum (Bon Appetit) (Vice-Chair), Marie Ovenden (WSCC), Tony Maynard (CGG), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group)

Meeting outcome	Action / outcomes
<p>1 Welcome and approval of the minutes Trevor Williams welcomed everyone to the meeting.</p>	
<p>2 The minutes of 06 Dec 2019 were discussed, and it was noted that the County Council reversed the decision to cut winter gritting (section 6). Minutes approved.</p>	Minutes approved
<p>3 Finance update Section B1: Current financial position as at 29 Feb 2020, including proposed write-offs</p> <p>Steve updated the Board on the current financial position which is where we expected to be at this stage with an £18,000 surplus projection. 99.4% of levy has been collected. £941 is outstanding from companies who have ceased trading. The Board agreed this should be written off.</p> <p>Section B2: Forecast (revised) to the end of BID2 Future budget commitments agreed by the Board at the 06 December 2019 Budget Setting meeting:</p> <p>Security Radio System (Circa £10,000 initial capital outlay, plus £4,000 per annum depending on number) (tba) The BID will update the Board on the outcome of the trial before committing to this spend.</p> <p>Clem Smith (CS) noted that Ultrafast Broadband is still showing on the list of MR projects and asked for clarification. Steve Sawyer advised the Board that this project has been kept on list due to the need for Ultrafast Broadband to be delivered in the time frame required for Manor Royal businesses. The Council and City Fibre projects seems to meet this need. If this is the case the funds allocated for this project can be put back into the BID project pot. Peter Smith (PS) advised that the council have consciously invested to allow Manor Royal to benefit.</p> <p>The Board approved the Budget position.</p>	<p>The Board approved the Budget position.</p> <p>The Board approved the proposed levy write offs</p>
<p>4. BID Levy Leaflet (2020-21)</p> <p>Hard copies were handed out to the Board on the day and Steve gave an overview of the leaflet contents. The Board noted their liking of the new corporate style of the leaflets.</p>	
<p>5. <u>SECTION C: New Directors</u></p> <p>The BID has received a large number of high-quality nominations for the position of Director on the MRBD Board, of which just two positions are currently available. The nominees were discussed and shortlisted. Due to the high level of interest received, the Board were very keen to invite all the nominees to be part of the MRBD group in some form, either through the Management Group or as Advisor to the Board.</p>	

	<p>It was agreed that Steve Sawyer will make contact to meet with the shortlisted nominee and arrange for them to join one of the forthcoming Board meetings, to introduce them to the Board and invite other interested parties to join the Management Group as appropriate.</p>	<p>SS to make contact with the shortlisted nominees</p>
<p>6.</p>	<p>SECTION D: Update on projects</p> <p>Crawley Growth Programme Clem gave an update on the Crawley Growth Programme, now at detailed design stage. Next stage designs will be available for discussion in the next few months.</p> <p>Manor Royal Arts and Heritage Trail Clare Silva (MRBD) gave the Board an update on the Manor Royal Arts and Heritage Trail. An expression of interest has been submitted, asking for interested artists to respond with their initial ideas of how they will develop the micropark site/s, to tell the story of the businesses and people of Manor Royal, its history and future, and how they will engage with the Manor Royal business community. The deadline to return their expression of interest is 20th March. More information can be found at www.manorroyal.org/mystory It is likely that 4 out of the 8 sites will be selected to start the first phase of the project. Funding will be applied for from both the Arts Council and Heritage Lottery Fund. A celebration event with the selected artists will be organised at Crawley Museum over the coming months.</p> <p>The Manor Royal Business Rangers Recruitment is still ongoing, and the Board will be updated accordingly.</p> <p>The Manor Royal Parking Plan Is in its final stage with a growth meeting taking place on Monday 9 March and an expected decision imminent. Steve Sawyer acknowledged this is the first time this has been done in the County and thanked them for responding to the BID's concerns.</p> <p>Digital Signs Markus Wood gave an update and advised there has been a small churn of companies advertising with 2 or 3 new ones signing up. A survey has been conducted to review timings and frequency of adverts. Renewal of contracts will be in May/June. 24 slots are for paid advertising, 6 are for WSCC and Manor Royal. Budgeted performance was ahead until the rates valuation was implemented. This is in appeal process. Nick Burrell asked whether the pricing structure was set? Markus Wood advised this can be reviewed and increased if needed. Steve Sawyer advised that companies outside of Manor Royal are charged a higher rate than Manor Royal companies, which will help boost income, but a balance of both is needed to ensure Manor Royal companies benefit. It was mentioned that Clear Channel now have digital signs on Manor Royal. The BID office has comparable signage rates across Crawley town centre and railway stations. Chris Oxlade to share this with the Board.</p> <p>Jobs Board There has been a significant increase of jobs advertised than before with an average of 10 companies per month advertising. Over the past 12 months there have been 360 jobs posted, which equates to 30 per month, with 15,000 views, giving a collective saving of at least £46,000 to Manor Royal businesses.</p> <p>Training The BID pays a contribution of £15,000 to cover the cost of training for Manor Royal companies. Since it started in 2015, 1143 people have attended courses, from 124</p>	<p>Chris Oxlade to share comparable sign rates</p>

	<p>companies. Phase 9 is coming to an end and phase 10 is being finalised.</p> <p>Easit Have reported that 13,000 on Manor Royal have an Easit card, saving on average £400 per year per person on their travel, plus a significant saving to businesses who would otherwise have to pay a subscription to be members of Easit.</p> <p>Re-energise project New local meeting dates have been arranged. Markus asked whether they should be going. Steve Sawyer advised that they now been awarded more funding that will help to explore options for setting up a local energy company for Manor Royal. It has taken time to get to this point but significant process has been made and the project is at an interesting phase of development. Funding for solar panels was discussed and Nick Burrell advised he will look into whether any funding exists.</p>	<p>Nick Burrell to feedback whether any funding for solar panels is available.</p>
<p>7.</p>	<p><u>SECTION E: Events programme</u></p> <p>A decision has been taken to postpone the Careers Expo due to current situation with Covid-19. There will no venue cost to reschedule.</p> <p>The situation will be monitored, and action taken if required to reschedule Know Your Neighbour.</p>	
<p>8.</p>	<p><u>2019 DIARY DATES</u></p> <ul style="list-style-type: none"> • Careers EXPO (02 April) – rescheduled 01 Oct • Know Your Neighbour (12 May) • Staff events: <ul style="list-style-type: none"> ○ Badminton tournament (19 Feb) <i>Cancelled</i> ○ 6-a-side Football (11 June) ○ Netball (02 Sept) 	
<p>8.</p>	<p>AOB</p> <p>Chris Oxlade – advised he is currently working on the 30th Edition of Manor Royal news, due out early April. This special edition has been increased from 12 to 16 pages. Digital sign adverts will feature in the newsletter and on the website. A new focus on Manor Royal people.</p> <p>Nick Burrell – General update on the appointment of a new Chief Executive – Becky Shaw, who is in a shared West Sussex County Council and East Sussex County Council post.</p> <p>Clem Smith – gave an update on the Towns Fund. Currently awaiting government guidance, early April. The Borough Council is expected to take the lead by forming a Town Deal Board made up of key partners to create a Town Investment Plan. The Council will be allocated £173,000 to develop this and provide technical expertise for business case development.</p> <p>The key areas for development are:</p> <ul style="list-style-type: none"> • Urban Regeneration • Enterprise and skills • Connectivity <p>Clem noted that it is key that the fund is locally led and not by government. Draft</p>	

<p>submission end of July.</p> <p>Peter Smith added that the Town Investment Plan is a town wide economic plan, joining professional services, shopping parades, Crawley Town Centre, Crawley College and Manor Royal, and parts of the economy often overlooked, to ensure all available funds are secured.</p> <p>Peter Smith asked the Board if they plan to register an interest in the Horsham Local Plan, specifically the proposal for 10,000 new homes to be built, with a link road from Faygate to Manor Royal.</p> <p>Paul Searle highlighted the need for transport. The new homes could provide the opportunity for people to live locally.</p> <p>Trevor Williams asked about what the plan was for schools. Peter Smith advised that this would follow after the plan for housing has been accepted. Steve Sawyer added that we can look at our response to the Homes England Plan and Relief Road and adapt for a submission to respond to the Horsham Local Plan. The BID team will circulate for feedback and then submit.</p> <p>Peter Smith mentioned that jobs weren't featured in the Horsham Local Plan, and the Board might want to register this interest. A discussion took place around the lifting of the safeguarded area and the need for the Board to be part of this plan. Steve Sawyer noted that if the safeguarding is lifted it would allow for more commercial building that would be good for Manor Royal. Michael Deacon Jackson agreed.</p>	<p>Clare Silva will circulate the Homes England/ relief road response</p> <p>The Board to feedback</p>
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All business having been completed the meeting was CLOSED at 10.34 am.