

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Alexandra Graham (The Gatwick School), Anthony Masson, (Crawley BC), Chris Oxted (MR BID), Chris Primett (Welland Medical), Clare Silva (MR BID), Clem Smith (Crawley Borough Council), Dee Mathieson (Elekta), Eddie Finch (Auditel), Jack Bedell-Pearce (4D Data Centres Ltd), Jeremy Day (Doosan Power Systems), Jeremy Taylor (The Company Connector), Julie Kapsalis (Chichester College Group), Karen Robins (L3 Harris), Markus Wood (Avensys), Michael Deacon-Jackson (FTD Johns Ltd), Lee Hill (Virgin Atlantic Airways), Peter Smith (Crawley Borough Council), Rachel Thomas (B&CE Benefit Schemes) Steve Sawyer (MR BID), Stuart Walsh (Elekta Limited), Trevor Williams (Thales UK), Zoe Wright (B&CE)

Apologies: Anne Tickner (Thales UK), Anthony Maynard (CGG,) Nicola Blake (Creative Funding Solutions Ltd), Paul Roe (Kreston Reeves), Steve Pullen (Varian), Paul Serale (P & H Motorcycles), Oliver Ellingham (Lok'nStore), Mel Mehmet (easitNETWORK), Marie Ovenden (WSCC), Mark Curtis (Split Image Limited), Michael Low (Cruiseway Ltd), Mike Harris (Harwoods Jaguar Land Rover), Keith Pordum (Bon Appetit), Joanne Rogers (Prowse & Co Ltd), Sarah Goulder (Basepoint Centres Ltd), William Perks (Peter Perks Ltd)

Meeting outcome	Action / outcomes
<p>1 Welcome and Introductions</p> <p>Trevor Williams chaired the meeting. Trevor Williams opened the meeting and introduced the new members of the BID; Chris Oxlade (Marketing Officer) and Clare Silva (Operations Manager), and thanked Elekta for hosting the event.</p>	
<p>2 Welcome to Elekta</p> <p>Dee Mathieson (Elekta) gave an introduction and great insight into the fascinating work undertaken at Elekta.</p>	
<p>3 Local Plan Review – Anthony Masson, Senior Planning Officer, Crawley Borough Council</p> <ul style="list-style-type: none"> • Crawley adopted its local Plan in December 2015. Government requires that Local Plans are reviewed every 5 years (this means adopting an updated Plan by December 2020). • The council are consulting on the draft Local Plan Review (Regulation 18) which will inform the final plan (Regulation 19). The importance for key stakeholders to give feedback to influence and inform the final plan, was highlighted. • Discussion around protecting Manor Royal for B-class Business and supporting business use • Economic Growth Assessment (draft) provisionally identifying a need of between 44.6h and 57.63 ha business land required. - Michael Deacon-Jackson (MDJ) highlighted that much office space has been left vacant for a long period of time. Steve Sawyer (SS) agreed – need for office space to be fit for purpose. - Zoe Wright (ZW) highlighted need for childcare on Manor Royal - Visitor Accommodation to meet business need specifically, not to support the airport park and fly requirements. Can this be enforced? • Employment and Skills - View on Developer Contributions - Julie Kapsalis (JP) said the college would be supportive of any extra revenue to support training and addressing local skills gaps - Skills gaps – discussion around having career pathway progression routes into 	<p>Group to send any comments for MRBD BID response, to clare@manorroyal.org extended to 13th September</p> <p>Direct responses can be sent to Anthony Anthony.Masson@crawley.gov.uk before 16th September</p>

	<p>different local companies. Especially as there is no local university.</p> <ul style="list-style-type: none"> • Gatwick Airport - Cllr Clem Smith (CS) confirmed that the council unanimously agreed safeguarding should be lifted for 2nd runway. Jeremy Taylor (JT) mentioned that City Place was a temporary build ending in 2019, if land was required. This temporary agreement could be the way forward. - Questions generated - 8,000 jobs being created by the airport – where are they coming from? - Boundaries of the airport – can they be changed? - The group highlighted a need to have a conversation with Gatwick for further clarification, and for them to also give an answer on Gatwick growth Plans • High Quality Communications – Full Fibre Broadband and 5G - Not enough publicly funded information available • Area of search for a Crawley Western Relief Road – identified by Homes England. Is this the right place? Discussion about impact on congestion in local area. Homes England may have based this area on the assumption the 2nd runway will be built, and this area will be on the airport boundary. This wasn't seen by the group as the most appropriate location. • It was raised in the meeting by the group that much local research has already been conducted and needs incorporating into the review. 	
4	Approval of Minutes	The minutes of 22 May 2019 were approved.
5	<p>Finance and Governance (Section 1)</p> <p>The Group were provided with details of the 2019/20 Budget.</p> <p>No concerns with the finances. Projecting a £86,000 surplus. This doesn't allow for any spend on the Trail project, additional digital signs and £80,000 loan for improvement to Gateway 1 or the re-building of the required reserve. Appendix A details this.</p> <p>Arrangements with Prowse have changed to bring this work in-house, with the recruitment of Chris Oxlade (CO) and Clare Silva (CS). Steve Sawyer (SS) highlighted "this is no reflection on service or quality of service received. Bringing this work inhouse will allow the BID to be a more robust business". The budget and forecasts have been recalculated reflecting changes in staffing. Prowse are being retained to support the BID event programme.</p> <p>There is some discretion to invest in new projects over the next 5 years.</p> <p>Trail project is moving into the end of phase 1, and additional funding will be sought from the Arts Council for phase 2.</p>	<p>Following discussion, the Group noted the latest budget position and options for future spend.</p>
6	<p>Projects and Events Update (Section 2, Tables A & B)</p> <p>Section 2 – Additional Maintenance</p> <p>Steve Sawyer (SS) asked the group whether additional investment to maintenance team on Manor Royal should be given – this could include 20 hours per week for more robust cleaning on public areas. Currently the team are spending more time litter picking before they can get on with any more demanding tasks.</p> <p>Michael Deacon-Jackson (MDJ) and Chris Primit (CP) both suggested a business plan to see the ongoing tasks would be helpful.</p>	<p>SS to liaise with CBC re additional maintenance team resources and Broadband.</p>

<p>Several comments that Manor Royal is looking good and so much better than previously</p> <p>Jeremy Day (JD) “Can the resource be targeted when needed?”</p> <p>Zoe Wright (ZW) “Can we get local companies involved?”</p> <p>It was suggested that litter pickers might be more useful and would be less of an expense.</p> <p>Other maintenance (Table A, Objective 4)</p> <p>Steve Sawyer asked the group whether the BID should enhance its current maintenance regime in response to public sector service cuts, for clarity these changes affect the whole County not just Manor Royal.</p> <p>Clr Peter Smith (PS) advised that the number of winter gritting’s will be cut in half and weeding will be halved too, with only one per year. Planting wild flowers can be a good way to deal with reduced weeding.</p> <p>Several comments about what else will be cut? Jeremy Day (JD) “we shouldn’t be topping up”</p> <p>Clr Peter Smith (PS) mentioned that the spending review will be announced today (4/09/19) at 13.00 so further information will be available.</p> <p>Chris Primett (CP) asked whether these areas will all be brought back to the group. Steve Sawyer (SS) advised that he will look into financial implications and bring this back to the group.</p> <p>Parking Management Plan (Table A, Objective 4)</p> <p>It was generally felt that the proposed rates were too high, especially as the local business community is unaccustomed to paying for parking in Manor Royal. Zoe Wright (ZW) suggest £10 per month might be more reasonable. It was mentioned that Council staff pay £10 per month to park.</p> <p>Clr Peter Smith (PS) mentioned that the fee setting is the Council’s responsibility and the suggested fee of £255 (non domestic fee) works out at £5 per week.</p> <p>Clr Peter Smith (PS) offered to support a joint meeting with the County and Borough.</p> <p>Marketing and Events (Table C)</p> <p>The group were asked to note the recent marketing activity and to note the next events, particularly the Manor Royal Matters event (14 November) that will incorporate the BID AGM. The Christmas event is planned to take place at L3 Harris. The potential for introducing the Manor Royal Mile (mass participation community and wellbeing event) was also discussed.</p>	<p>SS to present business case to the group</p> <p>SS to look into financial implications and submit to the group (as combined business case)</p> <p>Group to send any comments for MRBD BID response, to clare@manorroyal.org before 13th September</p> <p>CS to circulate events calendar to the group</p>
--	--

All business having been completed the meeting was CLOSED at 11.10am