

## MANAGEMENT GROUP MEETING NOTES & ACTIONS

**In attendance:** Chris Oxted (MR BID), Chris Primett (Welland Medical), Clare Silva (MR BID), Clem Smith (Crawley Borough Council), Jack Bedell-Pearce (4D Data Centres Ltd), Jeremy Taylor (The Company Connector), John Trigg (Freedom Works), Julie Kapsalis (Chichester College Group), Karen Robins (L3 Harris), , Michael Deacon-Jackson (FTD Johns Ltd), Marie Ovenden (WSCC), Mark Curtis (Split Image Limited), Peter Smith (Crawley Borough Council), Rachel Thomas (B&CE Benefit Schemes) Steve Sawyer (MR BID), Keith Pordum (Bon Appetit), Steve Pullen (Varian),

**Apologies:** Alexandra Graham (The Gatwick School), Anne Tickner (Thales UK), Anthony Maynard (CGG,) Eddie Finch (Auditel), Jeremy Day (Doosan Power Systems , Nicola Blake (Creative Funding Solutions Ltd), Paul Serale (P & H Motorcycles), Oliver Ellingham (Lok'nStore), Mel Mehmet (easitNETWORK), Markus Wood (Avensys), Mike Harris (Harwoods Jaguar Land Rover), Joanne Rogers (Prowse & Co Ltd), Sarah Goulder (Basepoint Centres Ltd), William Perks (Peter Perks Ltd), Stuart Walsh (Elekta Limited), Trevor Williams (Thales UK), Lee Hill (Virgin Atlantic Airways), Tim McCarthy (Aurora Academies/The Gatwick School), Susanna White (B&CE Benefit Schemes.

Meeting outcome	Action / outcomes
<p><b>1 Welcome and Introductions</b> Trevor Williams sent his apologies. Steve Sawyer chaired the meeting in Trevor Williams absence. Steve Sawyer opened the meeting and thanked Varian for hosting the event.</p>	
<p><b>2 Welcome to Varian</b> Steve Pullen welcomed the group and gave a brief overview of the fascinating lifesaving work they undertake at Varian.</p>	
<p><b>3 Approval of Minutes</b></p>	<p>The minutes from 4 Sept 2019 were approved.</p>
<p><b>4 Finance and Governance (Section 1 and 2)</b> The Group were provided with details of the 2019/20 Budget. <b>Predicted end of year surplus is £35,237</b> Reduced since the last Board meeting in the following ways (overall reduction of £48,530):</p> <ul style="list-style-type: none"> <li>• Decision to invest in initial Trail Project Delivery (Topographical studies / design work): £32,530</li> <li>• Budget allowance for Sussex Wildlife Trust volunteer support: £5,000</li> <li>• Additional design input for Crawley Growth Programme (Gateway 2): £1,000</li> <li>• Anticipated sign income reduced to £5,000 while Rates issue resolved: (£10,000)</li> </ul> <p>Trail project is moving into phase 2, and additional funding will be sought from the Arts Council. A copy of the design development document is available on request.</p>	<p>Following discussion, the Group noted the latest budget position and options for future spend.</p>
<p><b>Possible Future Commitments (Section 3)</b></p> <p>The Group discussed the priorities for future investment as outlined in the report as follows:</p> <p><b>Re-deployable Security Cameras</b> One camera will be supplied on test. Subject to a successful trial the Police are happy to fund one camera with any subsequent cameras funded by the BID.</p>	<p>The Group noted the planned future commitments.</p>

	<p><b>Manor Royal Micro-park / Trail Project</b> Previously indicated that the BID could commitment circa £100,000 over three years but would still need investment from elsewhere.</p> <p><b>Re-Energise Manor Royal (Renewable Energy)</b> Work is required to refine the governance and finance arrangements. While most of this work has been funded to date from 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>Security Radio System</b> Quotes have been obtained. 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.</p> <p><b>Projects / Investments currently on hold</b> <b>Enhanced Maintenance</b> The benefits of increasing investment in maintenance is under review. The BID is mindful that the implementation of the Micro Parks/Trail projects will increase the need for extra maintenance. Rachel Thomas suggested volunteer days to support additional litter picking.</p> <p><b>Ultrafast (gigabit) Broadband</b> Public partners are involved in a project to lay a new fibre network although the details of how and when this will be delivered are not yet available making it difficult to assess whether this will deliver what is required in Manor Royal. Currently on hold until more information becomes available.</p> <p>Mark Curtis (MC) highlighted his frustrations at not getting the full broadband speed capability. Jack Bedell-Pearce (JBP) mentioned that ultrafast is available for anyone wanting it in Manor Royal for £250 per month.</p> <p>Jeremy Taylor asked why the PR and Comms budget for 2019/20 was £25,500 then for 2020/21 onwards was £0. Steve Sawyer advised this was due to Marketing being taken back in-house. JT mentioned that he has noticed an increase in Manor Royal social media and what a good job Chris is doing.</p>	
5	<p><b>Parking Management Plan (Section 5)</b> Steve gave the group an update on the Parking Management Plan and the revised proposed fee of £150 per annum per permit (60p per working day) The fee will be subject to inflation each year.</p> <p>This gave way to a lively discussion and questions including; How many permits will be allocated to each business? Are permits allocated to business or individuals? How will commercial vehicles access permits (loading/delivery)?</p> <p>Steve Sawyer and Marie Ovenden advised that all the above have not been decided yet and the detail will come out once the fee has been agreed.</p> <p>Rachel Thomas (RT) informed the group that Surbiton have recently introduced a parking management scheme and we might be able to learn from them, and other business parks in same situation.</p> <p>Jeremy Taylor (JT) suggested the buses might want to extend their offers to alleviate the additional costs, providing an alternative solution to driving.</p> <p>Issues concerning holiday vehicles parking and leaving their cars over the duration of</p>	<p>Management Group approved the fee to be set at £150, subject to understanding how the scheme would be implemented.</p> <p>SS/MO to meet with Miles Davey (WSCC) to discuss the details.</p> <p>SS to contact RT about a similar scheme implemented in</p>

<p>their holidays and airport staff who park their cars on Manor Royal and get the bus into work, as quicker than using airport parking and the shuttle.</p> <p>JT asked whether the council has experience of any other schemes that have been put in place? Marie Ovenden (MO) advised the group that Miles Davey will be overseeing the parking plan and he is extremely experienced. This is the first scheme on a business park.</p> <p>The group also discussed parking management on the surrounding residential roads on Tinsely Lane, and whether these will be introduced too. MO advised she will check. RT advised that some of the B&amp;CE staff park over this way and have reported a rise in car damage over the past 3 months.</p> <p>The group were asked to whether they were in favour of the scheme with a show of hands. The majority of the group voted in favour of the proposed £150 fee.</p>	<p>Surbiton.</p> <p>MO to check on any restrictions planned for surrounding roads.</p> <p>The importance of supporting staff in other ways ie promoting alternative travel arrangements and offering incentives was noted.</p>
<p><b>Towns Fund (Section C)</b></p> <p>Steve Sawyer (SS) gave an overview of the potential funds through the Towns Fund which could help to deliver projects on Manor Royal. Steve highlighted the importance of getting the feedback on what projects are submitted and opened up discussions within the group.</p> <p>Keith Pordum (KP) highlighted the need for a business hub with eateries in the ‘heart of the community’. Jeremy Taylor (JT) mentioned a community building focus to the Towns Fund as we have evidence from the surveys completed by MRBD that the business community want to build a stronger community. Mark Curtis (MC) suggested that Manor Royal is missing a central point. This could have places to store bikes, showers, laundrettes, somewhere to sit and chat etc.</p> <p>Curbs, cycle paths, central block of electric charging points</p> <p>Improve bus stops and encourage cars off the road</p> <p>Rachel Thomas (RT) suggested the Gatwick Parade development due to looking very run down and issues with parking.</p> <p>Julie Kapsalis mentioned feasibility to have a childcare nursery. Giving affordable childcare, with good access for local people.</p> <p><b>Julie Kapsalis left the meeting 10.05</b></p> <p>Michael Deacon-Jackson (MDJ) highlighted a need for smaller industrial units. For businesses to grow there is limited mid-level step up from £20,000 units to £30,000 and the gap is getting bigger. Michael reported that this is restricting new businesses coming into Manor Royal. Mark Curtis (MC) advised he knows of a company who can’t find the right priced space to grow into for this very reason. Michael also highlighted his interest in a business hub, and gym equipment at pocket parks.</p> <p>The top areas coming out from the meeting include:</p> <ul style="list-style-type: none"> <li>• Business hub</li> <li>• Transport including: <ul style="list-style-type: none"> <li>- Publically accessible Electric vehicle charging infrastructure</li> <li>- Dropped kerbs or raised table</li> <li>- Bus shelters</li> </ul> </li> <li>• Site development for small industrial units</li> </ul>	<p>The BID will circulate the concept of the business hub for feedback.</p> <p><b>ALL to feedback on Town Fund and what you wish to see included for Manor Royal - by 14 Feb 2020</b></p>

	<p>Further suggestions/feedback is encouraged and can be submitted to the BID office  <b>Clem Smith left the meeting 10.15</b></p>	
	<p><b>Ideals for building a stronger community (Section B)</b></p> <p>Steve Sawyer outlined the feedback from Manor Royal Matters voting as showing 'building a stronger community' voted as most popular way to improve Manor Royal. A survey on how we do this, was presented to delegates at the People Conference held 16 Jan. Top 3 suggestions on how to build a stronger community included: Summer BBQ, Comedy night, Employee/MR Heroes night</p> <p>Very little support for sporting activities, although these run successfully each year. It was suggested that the survey audience was only a small sample of the diverse mix of 30,000 people working on MR.</p> <p>Ideas for how to build a stronger community were opened up to the group for discussion.</p> <p>John Trigg (JT) suggested that any social events we put on need to be regular, eg 3 or 4 x annual quiz nights. Events that have been popular at FW are relaxation/yoga events. Careers talks poorly attended. John Trigg (JT) offered Freedom Works as a potential venue, able to accommodate small groups up to 200 people max.</p> <p>Jeremy Taylor (JT) mentioned that a lot of MR employees are not local, so weekends and evenings not always popular. Marie Ovenden (MO) highlighted the need for events to be mass participation.</p> <p><b>Marie Ovenden left the meeting 10.35</b></p> <p>Mark Curtis (MC) suggested golf events as all can get involved in this sport and offer an opportunity to raise funds for charities.</p> <p>Mark Curtis (MC) highlighted the need for events for 'the people' able to create a social community. Currently events held attract mainly Managers/Directors etc.</p> <p>Keith Pordum (KP) pointed out that a community hub, as discussed previous in the Towns Fund, would help to build a stronger community.</p>	<p>Feedback on building a stronger community to be sent to the BID office</p>
	<p><b>A.O.B</b></p> <p>Keith Pordum (KP) mentioned there's a need for Manor Royal signage at Gateway one roundabout.</p> <p>Mark Curtis (MC) and Chris Primit (CP) both mentioned the new number 11 Three Bridges to Manor Royal bus route, and the issues with it not being frequent enough. It was pointed out that this route is being trialled and if not enough take up will not continue. For the success of this route any suggestions of the bus times to please be directed to the BID office so we can feedback to Metrobus, or invite them to the next meeting. Peter Smith (PS) noted that starting a new route is costly. The 100 route is not always reliable and MR needs to be well serviced with public transport.</p> <p>Mark Curtis (MC) asked whether the dragons' teeth are being replaced, as the curb and grass area in places has been chewed up and doesn't look very nice. To which there are no current plans. Mark also pointed out safety issues with driving and pulling out at Newton Road/ Kelvin Way junction.</p>	<p>Any feedback/issues with the new number 11 Manor Royal bus route, to be fed back to the BID office.</p>

**All business having been completed the meeting was CLOSED at 10.51am**