

Friday, 24 APRIL 2015 at Manor Royal BID Office, Gatwick Road, RH109PJ

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Jeremy Taylor (Gatwick Diamond Business), Michael Deacon-Jackson (FTD Johns), Keith Pordum (Bon Appetit), Zoe Wright (BandCE), Steve Sawyer (MRBD Limited), Joanne Rogers (Prowse) John Peel (Coast-to-Capital LEP), Sam Murray (MRBD Limited), Cllr Peter Smith (Crawley Borough Council)

Apologies: Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Carrie Burton (Crawley Borough Council)

Meeting outcome	Action / outcomes
<p>1 Welcome</p>	
<p>2 Approval of minutes The minutes from the previous Board meeting of 12 December were approved.</p>	
<p>3 Approval of the budget The Executive Director provided an update on Finance for Years Two and Year Three. A full audit will be undertaken in May, to be completed by end of June. MDJ and JP volunteered to participate in the Audit Review Meeting in the week commencing 6 July</p> <p>Third party income of £565,000 had been generated for CCTV and Crawter’s Brook. Sussex Wildlife Trust partnership will not be renewed at this time as they can no longer support unlimited volunteering. Alternatives will be pursued. There is further saving of £41,000 on County Oak Corner where project is on pause subject to Landlord commitment.</p> <p>An unallocated sum of £130,000 will be carried forward to Year Three to support future BID activities. With £430,000 in Levy funds, the BID has over £500,000 controllable funds (not including any third party contributions) with running costs at £94,000 each year.</p> <p>The Accountants (RPD) have recommended the BID operates a ‘Reserve’. By default we have a one but await the outcome of the audit for advice.</p> <p>Where the BID has verbal confirmation of LEP agreement, there is a need for written confirmation that LEP and 106 funds are agreed to set BID projects.</p> <p>The next Capital Projects meeting specifically for ‘Gateway 3’ and ‘Wayfinding’ is scheduled for Tues 5 May to shape roles and responsibilities, to determine who manages the risk and the process. TW suggested the BID appoint a project manager to manage risk.</p>	<p>Financial position noted and approved</p> <p>New spend items noted and approved.</p> <p>SS/SM to provide date of Audit meeting to MDJ and JP.</p> <p>Peter Smith to assist with 106 agreement.</p> <p>SM to ensure mtg is scheduled with those who need to attend.</p>
<p>4 Project Updates Executive Director reported the following:</p> <ul style="list-style-type: none"> • CCTV – Keith and Steve met with the police. Now to sign an MoU to formalise the arrangements with the Police, including data sharing. CCTV is in place and ANPR cameras have progressed through proof of concept. SS and KP to meet with police. Dependent on outcome, Trevor to contact Steve Barry. • Broadband – The BID funded cabinets have been delivered and ready for service. 5 cabinets (funded as part of the WSCC Better Connected programme) to be completed to achieve full fibre coverage. • Woolborough Lane Subway – Community, Schools, business workshops taking place to feed ideas into the project. Commissioned artists Ginger Moo to execute final design to be approved by Board members and WSHighways. Cleaning and prep of subway near completion with an anticipated completion of mural by end of May. Lighting changed, walls painted but there is an 	<p>SS to organise a follow up meeting with Sussex Police.</p> <p>SS to provide broadband details to JP</p> <p>SS to follow up with Jo and David Coulter and Jo Furber.</p> <p>JR to address press release to ensure correct message is given to businesses</p>

	<p>unresolved issue of leakage/flooding. SM to investigate further as it could have negative overtones on an otherwise positive partnership project.</p> <ul style="list-style-type: none"> • Gateway 3 – SS presented three new concept drawings as a progression of original ideas based on business feedback. Board indicated their preference. MDJ and SM to feedback to Allen Scott. A project mtg is scheduled for Tues 5 to shape roles and responsibilities for full project. • Wayfinding – SS presented DesignJD phases of project. It was agreed to work the project in phases. It was agreed that 184 lamppost banners were too many and to reduce this number considerably. Maintenance of signage would be a BID responsibility as a BID asset. However, CBC would have maintenance responsibility for the fingerposts. It was noted that the signage should not affect the trees within Manor Royal and should have brand consistency. It was agreed that there would be five zones, five colours. 	<p>SM to investigate flood/leak within subway and replacing poor quality bollards.</p> <p>SM and MDJ to feedback to Allen Scott to develop design.</p> <p>SS to feedback to DesignJD.</p>
5	<p>Outputs from Strategy Meetings</p> <ul style="list-style-type: none"> • Transport Group – A subgroup mtg is being held on 14 May to discuss options for transport improvements within Manor Royal. 8 board members confirmed to attend. 	<p>SM to invite Mel Mehmet to attend</p>
6	<p>Any other Business</p> <ul style="list-style-type: none"> • Gatwick Road Footbridge – Following investigations WSCC Highways have committed to repair the existing footbridge. It is old and dated with no practical way of improving the look or branding potential for the BID. In principal the Board indicated it would consider investment in a better quality bridge but only subject to further investigations into the true cost. • Crawter’s Brook – Crawter’s Brook People’s Park has been entered into the South East in Bloom competition. Judging scheduled for Mon 20 July. SM and SS to meet with Kate Taylor Smith of CBC to clarify criteria, and that it would be received as a Manor Royal BID entry. Zoe Wright expressed interest in involvement to assist with volunteers for clearance. • Green Growth Platform – would like to introduce the use of renewable energies on business parks and has highlighted Manor Royal for a pilot. The Board supported the aspirations although highlighted a number of local barriers to practical delivery that could limit success. The Board were happy to support, provided it did not detract from stated priorities in terms of time or effort. MDJ is willing to have a conversation with Green Growth Platform and could potentially contact landlords for an expression of interest. • Crawley Borough Council Head of Service – Clem Smith has been pointed as new Head of Service for Economic Development, from 5 May. Peter Smith to make introductions with the Board once appointed. • Marketing and PR – JR indicated good feedback from participants of Know Your Neighbour event. A successful BBC Outside Broadcast took place showcasing three Manor Royal manufacturing businesses. Jo has put together a Business Engagement Plan to discuss with Steve. • Pocket Park – ZW identified an under-used area of green space outside B&CE offices which could usefully be turned into a small pocket park area. B&CE is willing to support. 	<p>SS to speak to Kieran Dodds regarding costs to enable Board to make a considered decision on investment.</p> <p>SS/SM to meet Kate Taylor Smith re: SEiB entry and volunteer support.</p> <p>SS to introduce MDJ to Green Growth Team.</p> <p>PS to introduce Clem Smith to BID.</p> <p>SS to feedback on engagement plan</p> <p>SM to note the potential for Pocket Park.</p>

All business having been completed the meeting was CLOSED at 11am*
***Note that Jeremy Taylor and John Peel had to leave the meeting at 10am.**

DATES FOR THE DIARY *(Call for volunteers to host a future Board or Management Group meeting).*

- Wed 20 May (8.30am) Management Mtg – Thales, Sinclair Room
- Wed 22 July (8.30am) Management Mtg – Avensys
- Fri 14 August (8.30am) Board mtg – B&CE