

Friday 25th April 2014 at FTD Johns, Magellan Terrace

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Jeremy Taylor (Gatwick Diamond Business), David Covill (Crawley Borough Council), Steve Sawyer (MRBD Limited), Paul Searle (P&H Motorcycles), Joanne Rogers (Prowse)

Apologies: Cllr Bob Lanzer (Crawley Borough Council)

Meeting outcome	Action / outcomes
<p>1 Approval of minutes The minutes from the meeting of 20th December were approved.</p>	
<p>2 Preliminary Accounts 2013/4 The Executive Director presented the Finance Report covering the first year accounts for 2013/4 (uncertified) and the budget for 2014/5.</p> <p>The Board noted the surplus of £38,690 (once allowances had been made for committed sums in respect of the second phase broadband payment and outstanding payments for the creation of the park) be carried forward and allocated to project delivery in 2014/5.</p> <p>The Budget for 2014/5 was approved. This included the lower inflationary rise and allocation to project areas in line with Business Plan. An allowance has been made for administrative support (although a decision has not yet been made to appoint), the Local Trade initiative, security measures, travel initiative, events and promotion and capital project delivery.</p> <p>Board stressed the importance of the capital projects and making it clear the BIDs role in delivering these services and infrastructure improvements. The Board also emphasised the other initiatives were equally important and the Local Trade and Group Buying / cost saving services needed pushing.</p>	<p>Agreement to allocate surplus to 2014/5 projects.</p> <p>SS to submit accounts to be certified to RPD (BID accountants).</p> <p>Budget approved for 2014/5</p> <p>SS to invite Auditel to present to the Management Group</p>
<p>3 Capital Programme “Project Pack” Board members received the Projects Pack developed by Allen Scott Architects. The Pack had been developed following an iterative process and the input from a Quantity Surveyor to provide comfort to the Board and partners concerning the cost and ability to deliver all or part of the identified projects.</p> <p>Board gave approval to the Executive Director to move forward with first year projects focussing on County Oak area, Fleming Way / London Road entrance and the area wide projects.</p> <p>It was noted that the cost of the “ideal” treatment set out by the architects for some of the projects was beyond the scope of the BID to deliver by itself, that additional funds would need to be secured and that some elements were the responsibility of others to consider delivering.</p> <p>Consideration could be given to approaching the LEP for funding.</p> <p>Involvement of others / businesses in agreeing and developing capital projects was recommended.</p>	<p>SS to meet with Allen Scott with Prowse to progress first year projects.</p> <p>BOARD to comment on content of project pack.</p>

<p>4 4i</p>	<p>Tenders and agreements</p> <p>Local Trade: Following the due selection process consisting the issue of the Request to Quote document, desk assessment and interview involving a small working group of Manor Royal businesses, the Board agreed to appoint the BE Group to help assess the scope and potential for Local Trade between Manor Royal firms and recommend appropriate actions to the Board. It was recommended to appoint on a two phase basis. Phase one, to include the assessment and recommendation. Phase two, to involve delivery of projects and initiatives subject to approval by the board.</p> <p>Security: The payment to Sussex Police in respect of the order and install of security cameras was approved and signed.</p>	<p>SS to discuss engagement with the BE Group.</p> <p>SS to process payment to Sussex Police.</p>
<p>5</p>	<p>AGM Preparation</p> <p>MRBD's first AGM is scheduled for September. Discussion by the Board about content of the meeting, including organising something to engage those attending.</p> <p>It was noted that a number of criteria needed to be satisfied of those voting on matters arising at the AGM, in particular those entitled to vote had to be declared members and have paid their levy.</p> <p>As well as receiving the Treasurers Report, Chairman's Report and Executive Director's Report nominations to the Board would need to be invited.</p>	<p>SS to liaise with British BIDs and approach PfbB concerning the requirements of the MRBD AGM.</p>
<p>6</p>	<p>Other matters</p> <p>Gatwick Airport: MRBD had been liaising with GAL about proposals for a second runway. GAL were undertaking their own consultation concerning preferred runway options. Gatwick's consultation document and maps of the area were considered. The man thrust of the previously issued statement by MRBD was felt to still be valid and in responding to the consultation emphasis should be placed on greater consideration for accommodating displaced and new businesses, transport infrastructure and housing.</p> <p>The Board stressed the importance of continuing to have a dialogue with GAL, to request a specific meeting to discuss Manor Royal and to encourage responses from Manor Royal based companies.</p> <p>Advancing Traffic Regulation Orders (TRO): The Board was updated on the progress of establishing a TRO (particularly for the Gatwick Road Parade) and recent discussions with West Sussex County Council, Concern was expressed about the time this was taking. In addition, another area (Crompton Way) had been identified as a possible problem area. The Board approved the Executive Director to meet WSCC and discuss progress and to establish the timetable for delivery and to report back to the Board. Action by the Board could include funding a private TRO to speed the process and achieve a speedier resolution.</p> <p>Strategic meetings: Meetings and visits with representatives from the Coast to Capital LEP and Leader of West Sussex County Council were noted.</p> <p>South east in Bloom: MRBD has been encouraged to enter the new BID category for South East in Bloom on the basis of the work already undertaken and planned. The judging day would be the afternoon of the 2nd July.</p>	<p>SS to approach GAL about a meeting to help inform an MRBD response.</p> <p>SS to meet with WSCC and report back to the Board.</p> <p>SS to organise SEiB submission and judging.</p>

FUTURE MEETINGS (all meetings take place between the hours of 830am and 1100am)**

14 May 2014: Management Group (Grant Thornton, Exporer Building)

****Volunteers for hosting any of the above meetings to get in touch with SS. Board meetings up to 7 people, full MRBG meetings (Board and Management Group) up to 15**