

Wednesday, 11 DECEMBER 2015 at Thales, War Room, Manor Royal

BOARD MEETING NOTES & ACTIONS

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

Apologies: Zoe Wright (BandCE), Markus Wood (Avensys), Duncan Barratt (West Sussex County Council)

Meeting outcome	Action / outcomes
<p>1 Welcome Trevor Williams opened the meeting and welcomed directors to the first Board meeting since the AGM. Duncan Barratt, Strategic Manager for Economy, of West Sussex County Council onto the Board as an advisor, and for his first meeting to be the Management mtg scheduled for 27 January 2016.</p>	
<p>2 Nomination of Chairman and Vice Chairman Trevor Williams was nominated (by KP, seconded by MDJ), and appointed to serve as Chair. Trevor Williams left the room during the discussion and vote. Keith Pordum was nominated (by JT, seconded by MDJ) and appointed to serve as Vice-Chair. Keith Pordum left the room during the discussion and vote</p>	<p>TW & KP to serve as Chair and Vice-Chair respectively until the next AGM.</p>
<p>3 Approval of minutes The minutes from the previous Board meeting of 9 September were approved.</p>	
<p>4 Executive Director's Report: Current Budget & Project Overview (year three 2015-6) SS presented the headlines of Finance and Budget for Income and Expenditure. Collection rates are better than last year at 99.61% with £1,672 outstanding. Expenditure is as expected. Major expenditure expected as main capital projects begin in January. The projected year end surplus is circa £80,000. Other retained sums include Gatwick Footbridge (£20,000), £14,000 allocated for CCTV maintenance, £5,000 (Maintenance sum) and £1,830 (Woolborough Lane Subway underspend). This could have the effect of increasing the year end surplus to £120,000 accounted for by success in attracting additional funds and required for future projects. It was noted that construction on projects Gateway 3 and Wayfinding will commence in January/February. An understanding is that WSCC has underwritten both projects, and the BID is registered as vendors for the value of design. Invoices will be raised to West Sussex County Council imminently. Further clarification is required regarding WSCCs commitment to underwrite construction and execution for both projects. CS advised that the BID should continue with both projects and will seek approval from WSCC to underwrite all aspects of both projects. CS and DB will meet during the Growth Board mtg scheduled next week.</p>	<p>CS will seek clarification and approval at the from WSCC, to feed back to the Board</p>
<p>5 MAIN ITEM: Future budget proposal (year 4 2016-7) and Levy setting SS ran through the list of current and proposed projects. CCTV/ANPR – A meeting is scheduled for 22 December to sign off MoU. Sussex Police expect project completion in first part of 2016. Signage Project – Planning has been approved. A two part tender process is in place. Only local businesses have been invited to tender for the banners. Invites were sent to local companies for the other signs, but chose not to tender. Selected external businesses were invited to tender for signs, but not for the banners. Appointments expected by the end of the year. Training Programme – After a successful pilot with Central Sussex College, a year-long</p>	

<p>programme is being worked up for 2016 to be delivered in six months blocks. JPeel requested course attendance figures. SS reported attendance figures were good with most courses full but would provide actual numbers.</p> <p>Winter Maintenance – EFP Gritting has been appointed to provide additional gritting services to those provided by WSCC. The Winter Maintenance Plan has been agreed and has been published online. Option available to extend to private areas.</p> <p>Site Hoardings – JR is working with Wilmott Dixon and Surrey County Council to provide BID branded hoardings. JT offered contacts for Kier who are undertaking some other site development works.</p> <p>Three projects identified for delivery in year 4 are:</p> <p>Gateway 1 – The busiest entry point at the junction of Manor Royal road, Gatwick Road and the fly-over. Proposed works are to include improvements to street scene, railings, roundabout, to repair kerb stones to make the area more robust. Allen Scott Architects had been approached to work up design.</p> <p>Manor Royal Pocket Park – To enhance an area at the corner of Manor Royal road and London Road near to B&CE for use as a small recreational / amenity space and to tidy. Allen Scott Architects had been approached to work up design.</p> <p>Green Lane Subway off Crompton Way. SS and SM to meet artists next week for initial design ideas and costs. SM to manage project.</p> <p>Audits and Reviews – SS has written briefs for audits proposed during the Future Projects meeting of 13 October, agreed at Management meeting of 27 October:</p> <ul style="list-style-type: none"> • ‘Green Infrastructure’ – Sent to Allen Scott and awaiting costs. • ‘Grey Infrastructure’ – Sent to Waterman and awaiting costs. <p>SS explained that each company has been selected due to their experience in their field, and good track record of working directly with the BID. Waterman has completed similar work prior to BID formation and that competitive rates had been established with both (previously tested). The Board discussed the process for tendering and appointments and agreed that there should be a separate ‘Procurement Policy’ setting out an agreed procedure.</p> <ul style="list-style-type: none"> • ‘Transport and Parking’ Study – Suitable consultants have been identified (<i>Waterman Transport Division, Peter Brett Associates, Robert West and Urban Futures</i>) and the brief has been shared with Crawley Borough Council (CBC), West Sussex County Council (WSCC), easit, JT and ZW. The intention was to issue it before the end of the year. It was flagged that the estimated sum of £25,000 might be low for such an audit. CBC and WSCC involvement and commitment are critical for the success of this piece of work. <p>JP indicated that should the recommendations for action from these audits support growth and/or retention of businesses and jobs, they may be suitable for future Growth Funds from the LEP or European funding.</p> <p>SS indicated the prospect of a ‘Warden/Security Audit’ which would require further evidence before commencing this piece of work, some of which could come from the Mid-term survey results. SS explained the merits of such a service, indicating that it has worked well in other BIDS and that Sussex Police has trialled Business Wardens in two areas. A warden contact could create intelligence for the area and will assist with BID 2. A BID service could provide accredited powers and to work closely with the police. There was discussion over actual and perceived levels of crime and the types of criminal behaviour that the business district experiences.</p> <p>Mid-term survey. SS has drafted the question set for the survey. Prowse will review and prepare for issue. The aspiration is to achieve 200 company responses (40%) which is very ambitious. The consultation would run from February until May, with an interim report at the Know Your Neighbour event in May.</p> <p>BID Levy fee - The BID Business Plan (2013-18) allows for an inflationary increase in costs based on Retail Price Index (RPI). SS recommended that the Board approve no increase in the BID levy fees. The Board agreed a zero rate increase to BID levy fees.</p>	<p>SS to ask CSC for attendance figures.</p> <p>JT to provide Kier contact.</p> <p>SS to check extent / area of traffic signage audit undertaken leading to the Business District.</p> <p>SS to draft a short paper for ‘Procurement Policy’ regarding procurement rules, to include guidelines on an invitation to quote and invitation to tender.</p> <p>JT to continue to lead on the transport work.</p> <p>SS to feedback to the Management Group on progress and recommendations of the Green and Grey audits.</p> <p>SS to ask David Padwick of Sussex Police, for estimates of the cost of crime linked to Manor Royal.</p> <p>JR to promote zero increase as PR opportunity</p>
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	<p>Future Funding opportunities - SS noted that there could be European Funding available for 'Business Hub' projects. More news on this available in the new year.</p> <p>Recommendations to the Board concerning setting salary levels and extending the Marketing and PR contract with Prowse and Co. were deferred to the end of the meeting – and to be discussed without attendance from SS, SM and JR.</p>	<p>The Board set the salary levels and approved that the Exec Director renegotiate the contract extension with Prowse.</p>
6	<p>A.O.B.</p> <p>West Sussex County Council Place Plan (Crawley) – CS outlines the context set by WSCC Growth Plan for investment in borough wide projects. WSCC is asking each borough to come forward with top priority projects to structure economic and social growth. SS and CS attended informal discussion with WSCC to draft a section for Manor Royal. The BID to continue to be involved in development of the Manor Royal section of the Crawley Place Plan to ensure alignment with BID objectives.</p> <p>JP agreed that aspects of amenity, look and feel (appearance) had a direct impact on business location decisions. MDJ indicated that Manor Royal could be vulnerable to business loss, if concentrated efforts are not focused on visual and cosmetic improvements. Some areas such as Priestley Way, Rutherford Way, Newton Road, Faraday Road had a “neglected” appearance. Important these issues are picked up and responded to.</p> <p>In the News – JR flagged two articles where Manor Royal BID featured</p> <ul style="list-style-type: none"> ○ Top Year for Crawley – JR flagged an article in Property Week that promotes Crawley continuing to enjoy good office take-up due to proximity to Gatwick Airport, mentioning the investment from Elekta, Virgin moving to Leonardo Building and quotes from Steve Sawyer. (PropertyWeek.com 11/12/15 page 59) ○ Platinum Business Article – Good coverage (in issue 18, page 78-79) where SS was interviewed and explained the work of the BID. <p>Monolith Sign - It was noted that the signs at the Manor Royal /Gatwick Road (Gateway 2) junction and James Watt Way Roundabout (Gateway 4) needs a clean.</p> <p>Recent Events – SS highlighted that there had been two recent successful events (attracting different audiences) that were new to the annual programme. SS thanked JR for organising Manor Royal Matters event in November, and thanked SM for organising the Christmas event at Avensys.</p>	<p>SS to continue to be involved in Place pan work.</p> <p>CS to attend Growth Plan meeting next week and report back to the Board.</p> <p>SS and SM to speak to CBC amenities</p>

All business having been completed the meeting was CLOSED at 10:55am.

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

- 27 January 2015 (8.30am) Management Group meeting
- 10 February 2015 (4.30pm-7.30pm) Manor Royal Showcase 2016, Virgin, The Base
- 18 March 2015 (8.30am) Board Meeting 2015
- 18 May 2015 (9.30am-3pm) Know Your Neighbour, Crowne Plaza Hotel