

WEDNESDAY, 18 January 2023 AT 13.00 – 14.15 on ZOOM

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance:

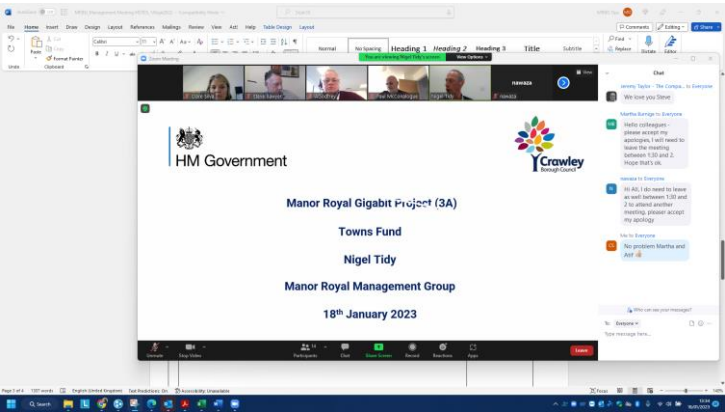
Steve Sawyer (MR BID), Chris Oxlade (MR BID), Clare Silva (MR BID), Jeremy Taylor (The Company Connector), Paul Seale (P & H Motorcycles), Steve Pullen (Varian), Paul Mcconalogue (Natwest), Martha Burnige (The Gatwick School), Karen Robins (L3 Harris), Markus Wood (Avensys), Ann Horne (Harwoods Group), Cllr Atif Nawaz (Crawley Borough Council), Adam Godfrey (SHW).

Apologies:

John Trigg (Freedom Works), Samantha Jackson (Welland Medical), Mike Harris (Harwoods Jaguar Land Rover), Jonathan Green (Virgin Atlantic Airways), Rachel Thomas (B&CE Benefit Schemes), Lynn Hainge (Crawley Borough Council), Jeremy Day (Doosan Power Systems), Anthony Maynard (CGG), William Perks (Peter Perks Ltd), Ryan Page (Espresso Solutions), Nick Burrell (WSCC), Mark Curtis (Split Image Limited), Christopher Meeking (Avtura), Michael Deacon-Jackson (FTD Johns Ltd), Nicola Blake (Creative Funding Solutions Ltd), Julie Kapsalis (LEP), Bob Lanzer (WSCC), Oliver Ellingham (Lok'nStore), Alex (4D Data Centres Ltd), Mel Mehmet (easitNETWORK), Clem Smith (Crawley Borough Council), Suzanne Holloway (Vail Williams), Tim Rose (Elekta), Yvonne Taylor (PPL Insights), Trevor Williams (Thales UK).

Meeting outcome		Action / outcomes
1	<p>Welcome and Introductions</p> <p>Steve welcomed everyone to the meeting and noted actions arising from the last meeting:</p> <p>Road condition:</p> <ol style="list-style-type: none">1. Arrange for the Leader of County Council to be taken on road tour. Steve Sawyer advised this will happen after renewal. Possible grey audit of the roads too2. Issues with Gatwick Road roundabout. Steve advised that the BID have flagged this, and as a result this is now included in the WSCC works programme. However, further lobbying is on-going to try and bring the works forward as part of the planned Crawley Growth Programme works planned to start February 2023. <p>Business Plan:</p> <p>Steve advised that amendments suggested by the group at the last meeting have been incorporated into the Business Plan.</p> <p>Timeline for new road works:</p> <p>Steve Sawyer advised that a meeting took place last week to discuss the next series of roadworks. Crawley Growth Programme are firming up phase one with WSCC and WSP.</p> <p>Widening MR Road in the location of the Crawley Business Quarter to push curb line back on both sides to create dedicated eastbound bus lane to the roundabout near to L3 Harris (Gateway 1) and tackle road surface. Details to be circulated when available and published online at www.manorroyal.org/cgp</p> <p>ACTION 1: The minutes from 14 Sept were approved</p>	<p>The minutes from 14 Sept were approved</p>

<p>2 Finance a. Now</p> <p>Steve gave an overview of the budget and noted: As it stands 91.6% 2022/23 levy has been collected. Outstanding levy: 2022/23 is £43,167; 2021/22 £44,445; 2020/21 £28,084. Totalling £115,697.</p> <p>Steve Sawyer highlighted the cashflow risk caused by delay in partnership funding being received, primarily through the Towns Fund.</p> <p>Adam Godfrey asked whether the debtors were the same companies across the 3 years? Steve Sawyer answered stating this was a good question, and he will check and confirm but yes historically the same are usually late to pay.</p> <p>Adam Godfrey highlighted that businesses not paying, are affecting those who pay, so do we cut off services? Do we know why they are not paying? Steve Sawyer answered that over the covid period the Board agreed to ease up on the normal collection process but now chasing in pre covid way, so that should help. It was not the position of the BID to allow companies to not pay.</p> <p>ACTION 02: The Group noted latest position and cashflow risk caused by delay in partnership funding.</p> <p><u>Finance b. Next</u></p> <p>Steve Sawyer ran through the detailed Budget which he noted is consistent with the Business Plan, with only minor changes.</p> <p>Steve Sawyer highlighted the launch of the Local Energy Community (LEC):</p> <p>Appointment of delivery partner. The LEC Project Board concluded that fastest way to get the energy company up and running was to appoint an experienced delivery partner dedicated to delivering the LEC for Manor Royal. This had been done and the Brighton Energy Cooperative had been appointed. Funding has been secured to start subsidise the costs of Solar PV on buildings. This will make it easier, quicker and cheaper for businesses to get solar onto their roofs, help reduce energy costs and relieve them of the burden of management and operation..</p> <p>This project is progressing well with 50 pipeline projects for install solar PV to benefit from cheaper greener energy.</p> <p>Please contact the BID office if your business is interested.</p> <p>Steve Swayer went onto advise that the BID previously had a 10% contingency for debt but this is now 2% so could pose slight risk, but confident collections rates will be back to pre-covid levels.</p> <p>Paul Mcconalogue asked whether Steve feels there any risks to the additional funds coming through? Steve Sawyer advised that he is confident this will be resolved, and Nigel Tidy is working hard to make this happen. However, until those funds had been received this had to be regarded as a risk that could materially impact the BID. Steve had discussed this with the Chair, Trevor Williams, and SS would be writing to Crawley BC to outline these concerns and would escalate if needed.</p> <p>Adam Godfrey asked whether the £985k of additional funding is purely the Towns Fund and reliance of transfer of monies from the council to the BID? Steve Sawyer confirmed that the majority was Towns Fund money. He also reminded the</p>	<p>Steve Sawyer to check debtors over past 3 years and of the same.</p> <p>The Group noted latest position and cashflow risk caused by delay in partnership funding.</p> <p>Contact the BID office if your business is interested in Solar PV.</p>
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	<p>Group that the risk is wholly on the BID and that the Council is in effect insulated entirely from any risk.</p> <p>ACTION 03: The group noted budget and risks for 2023/24 (BID3, Year 1), subject to successful renewal</p>	
3	<p>Around the Manor -Project updates</p> <p>Steve Sawyer gave an overview of the current projects and noted the following:</p> <p>Maintenance and Security Business Ranger: notice given to current supplier. Following a competitive process, a new supplier have been appointed. Grant secured for mobile CCTV cameras and CCTV camera upgrades.</p> <p>Infrastructure & Facilities</p> <p>The Base Micropark now completed. Officially opened 29 November 2022. Upgrades to the Terrace Pocket Park (public art installation) are imminent. See the Management group notes sent prior to the meeting for full information on the following:</p> <ul style="list-style-type: none">• Training, Jobs board & Wellbeing• Jobs Board.• CARi Wellbeing assessment tool now freely available to all Manor Royal companies• ACCESS (online training platform).• Brighton Energy Cooperative appointed as Delivery Partner for formation and delivery of the Manor Royal Local Energy Community, with funding available to support solar installations.• BioRegional Sustainability Action Plan• Funding secured for “Move It” Sustainable Transport initiative <p>Adam Godfrey mentioned that ESG is increasingly important for businesses. From a PR point of view that should be included in documentation. By aligning to business aspirations it might help with getting buy in.</p> <p>Steve Sawyer agreed and replied saying that this was a great point and in the new business plan the BID has a new objective that puts sustainability in the forefront of the BID’s focus.</p> <p>ACTION 04: The group noted the progress and plans.</p>	
4	<p>Item 4: Broadband update Nigel Tidy gave a presentation of the current situation with the Broadband project:</p> 	

Nigel noted that he is really keen for the funds to be trasfered and for the projects to get underway.

Survey

Manor Royal BID survey (2022) identified that broadband speed is the most significant business issue (64% Very Important, 29% Important out of 151 respondents in the survey).



49% of respondents wanted the BID to make broadband faster.



Voucher scheme was initially suggested but this has now moved on to a focus of getting fibre into the ground and access to 100% of all businesses on Manor Royal.

Aim

To provide Gigabit broadband access to all businesses across Manor Royal Business District.

- **Original project proposal in the Town Investment Plan (TIP) was a voucher scheme.**
- **Now propose to deliver this objective by deploying fibre-to-the-premise (FTTP) digital infrastructure throughout the Manor Royal Business District, enabling access to gigabit-capable connectivity for 100% of premises in the park.**

Atif left the meeting at 13.42

Ann Horne left the meeting 13.48

Martha left the meeting at 13.55

Current Situation

Options tested and business case scoped following procurement of IT infrastructure specialists, Analysys Mason.

The commercial market has been tested to see if it is going to naturally fill this void for a complete fibre infrastructure across Manor Royal. Intent has not translated to delivery.

Subsequently, further market testing has been undertaken by specialists, Analysys Mason. Results confirmed that there is a commercial appetite for this project via a procurement process. This would be a commercial partnership arrangement with CBC using the Towns Fund finance. Main concern from commercial operators is around competition.



Methodology

Delivered through a Crawley Borough Council commercial partnership with the private sector. Examples of other commercial partnerships have been identified, e.g. Liverpool City Region.

The built network will involve the deployment of new infrastructure and potentially existing assets (e.g. ducts), which will provide additional capacity and it is expected to stimulate broadband competition across Manor Royal and Crawley.

A resilient backhaul network ring would act as a means of carrying digital communications signals to major points of interconnection with other networks, such as datacentres or Internet exchanges.

Benefits

- Help existing businesses on the Manor Royal business park grow and expand operations through the provision of gigabit-capable broadband.
- Attract new businesses to Manor Royal and surrounding business areas.
- Offer additional connectivity options and provide a competitive gigabit-connectivity market for businesses across Crawley.
- Improve the life chances and social mobility of Crawley residents.
- This extra competition will enable choice and flexibility for businesses and will help support the ever increasing requirements for broadband connectivity.

Indicative Financial Forecast

Financial Year	22/23	23/24	24/25	25/26
£	0	120,000	1,200,000	630,000

Stakeholders

- Crawley Town Deal Board
- Manor Royal BID
- Crawley Borough Council
- Department of Levelling up, Housing and Communities and other government departments)
- Local beneficiary businesses and education providers
- West Sussex County Council
- Coast to Capital LEP



Indicative Timeframe

- Planning and project set-up – 2 months
- Market engagement and partner selection – 6–12 months
- Implementation – network build estimated 12–24 months, depending on the scale.
- Timescales estimated based on technical specialists' experience of similar projects, based on various assumptions.

Description of Indicative Milestones	Due Date
Submit business case documents to DLUHC	March 2023
Pre-procurement specialist advice (focusing on legal, operational and technical)	May 2023
Begin Procurement Process	Sept 2023
Appoint commercial operator	May 2024
Commence fibre build and market to businesses within MR via ISP	June 2024
Start full access to Gigabit-speed broadband	November 2025

- Note: Towns Fund Programme ends 31st March 2026.



Questions:

Steve Sawyer advised that in BID 1 the BID rolled out a similar project. The reason why the infrastructure providers (the market) does not deliver what is needed in Manor Royal was because the business district did not offer sufficient demand (compared to residential) areas to make it commercially viable. Therefore, the market needed incentives to invest. Steve noted that the Liverpool City Region example cited by the consultants was not a fair comparison as the City Region is entirely different in terms of make up and potential customer base. To make such a comparison is misleading.

The market conditions acting on Manor Royal make it a high risk for council to partner and look to share profit as the commercial viability is weak. There are also questions concerning provision of a business grade service and whether the fibre would be "open access" – if it wasn't then this adds to risk. Previous experience also points to the need to be sure of the price, quality, speed and cost of connection for businesses. All factors addressed in the original broadband upgrade and must be taken account of in this one. Steve Sawyer happy to provide this information.

Steve Sawyer highlighted that the BID are supportive of improving broadband connectivity, and quickly, but that in terms of endorsing the approach it would be important to understand the detail, and that the Council ought to be tapping into local knowledge.

	<p>in light of people moving on and working from home.</p> <p>Steve Sawyer advised that by default the ballot papers go to the local address. The BID makes sure we get to know those local people voting so we know where the ballot papers should be sent. British BIDs will identify where the head office takes the vote. Ballot papers can't unfortunately be sent electronically. The turnout could be affected by strikes.</p> <p>Jeremy Taylor asked is it possible to email all the levy payers to say their ballot paper is going to this address so they can confirm the right recipient and address?</p> <p>Steve Sawyer advised that the BID will be sending an email to all those contacts it has details of and that the Electoral Services Team, who run the ballot, have sent the notice of ballot to all to try and confirm voter details.</p> <p>ACTION 06: The group noted the key milestones to renewal</p> <p>ACTION 07: The group gave feedback on engagement tactics</p>	
6	<p>AOB:</p> <p>Steve thanked everyone for their input and hope to see everyone at the</p> <p><u>Manor Royal BID Showcase</u> as we launch the vote for Manor Royal BID3</p> <p>Taking place 31 January 2023 at 530pm, at Rentokil Initial, Compass House, Manor Royal, Crawley, RH10 9PY.</p> <p>To reserve your place please book HERE</p>	

All business having been completed the meeting was CLOSED at 14.16