

Friday 08 March 2024 10.00-11.30 at Harwoods Jaguar Land Rover

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Tim Rose (Elekta), Martha Burnige (Gatwick School), Paul Searle (P&H Motorcycles), Steve Sawyer (MRBD), Chris Oxlade (MRBD), Samantha Bertie (MRBD), Michael Deacon-Jackson (FTD Johns), Markus Wood (Avensys), Ann Horne (Harwoods), Tony Maynard (CGG), Markus Wood (Avensys), Nigel Tidy (Crawley Borough Council), Cllr Bob Lanzer (WSCC), Clem Smith (Crawley Borough Council)

Apologies: Cllr Atif Nawaz (Crawley Borough Council), Gary Tomlinson (SOS Systems), Patrick Heath-Lay (People's Partnership), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group).

Meeting outcome	Action / outcomes
<p>1</p> <p>A. Welcome, declarations of interest, apologies, approval of minutes (See Item A)</p> <p>Declarations of interest – Tim, Steve and Paul directors of the energy company.</p> <p>Trevor opened the meeting and welcomed everyone</p> <p>Minutes approved</p> <p>Trevor welcomed Sam to the BID and the Board introduced themselves to Sam</p> <p style="text-align: right;">ACTION 01: Approve minutes</p>	<p style="text-align: center;">Minutes approved by the Board</p>
<p>2.</p> <p>B. Since last time (See Item B)</p> <p>A summary of the main updates and changes on BID delivery and projects since last time.</p> <p>Steve – making good progress on the projects. Welcomed Sam. Recruitment for the Engagement & Events manager will take place on Monday 18th March. 5 people have been invited for interview and a large amount of people applied. Any board member welcome to assist with the interviews. Ann offered support</p> <p>Tony asked about whether team hours need to be increased to help Steve and the team. Trevor stated it was for Steve to determine the resources needed.</p> <p>The board stated their thanks to Clare Silva who has now left.</p> <p>Gateway 1 Mural — designs are being made, inspired by the Manor Royal story and will be sent to the board for approval / comment.</p> <p>Last page on the pack is the events this year, including Board meetings.</p> <p>Steve spoke about the Maintenance and Rangers teams and how transparent we are on their work – monthly reports for both teams are now on the website.</p>	<p style="text-align: center;">The Board noted progress and updates</p>

	See www.manorroyal.org/maintenance and www.manorroyal.org/Rangers	
	ACTION 02: Note progress and updates	
3.	<p>C. Finance latest (2023-24)</p> <p>a. Budget Overview (see Item C1) and Project Spend (see Item C2)</p> <p>Looking to have a surplus of around £33,000 at year end. Collection rates down a little on pre-covid years. So far 95.7% has been collected with circa £24K outstanding. Steve talked about the bad debt from previous years that amounted to £75,000 over three years. Steve talked about legal proceedings were in progress and how we can recover the debt.</p> <p>Steve spoke about the finance of certain projects in the paper. Figures will be revised for Woolborough Lane Linear Park, Crawter’s Brook and the Superhub site due to delays in agreeing design. Both the costs and related income are likely to be rolled forward to 2024/25.</p> <p style="text-align: center;">ACTION D1: Approve Budgets</p>	The Board approved the budgets
4.	<p>D. Budget 2024 – 2025</p> <p>a. A reminder of Budget and related approved projects spend for 2024 – 25 (BID3 Year 2).</p> <p>Budget for 24/25 beginning in April this year. Steve has circulated the levy leaflet which the BID obliged to send to every levy paying business with the invoice. The Board was asked to approve the levy leaflet.</p> <p style="text-align: center;">ACTION 04: Budget previously approved. Budget sheets provided for information. Draft Levy Leaflet to be presented for approval if ready either at, or as soon as possible after, the meeting</p>	The Board approved the levy leaflet
5.	<p>E. Verbal updates from Governance and Projects Committees</p> <p>Both Committees have initially met. A verbal account of those meetings was given.</p> <p style="text-align: center;">ACTION 05: Note progress and future meetings</p>	The Board noted progress
6.	<p>F. MAIN ITEM: ReEnergise Manor Royal (Local Energy Community)</p> <p>Decision paper circulated separately. Consider the paper and feedback from the Projects Committee.</p>	

The Projects & Services Committee has met to consider, in detail, the Local Energy Community paper. Steve thanked Nigel and Clem for the support in putting together the paper now presented to the Board.

Steve talked about the issues and the considerable work that had been done to understand and minimise risk in light of the new Subsidy Control rules related to the proper use of public money. This included Nigel seeking advice from the Department for Levelling Up and Communities (Government Department), whose feedback is included in the report. Ultimately if there was clawback of up to £1m, this would be a risk to the BID.

Should the Board be happy with the size of the risk, then the process for the project gets advertised on the government portal for a month – if there is no challenge, the risk becomes very small and it is no greater risk than delivering other projects like the Manor Royal parks. The size of the risk was discussed at the P&S Committee meeting. At that meeting, concerns were raised and couldn't make a recommendation to the Board, further details were requested.

As it had been a long time since the launch of Manor Royal Re-Energise, the P&S Committee asked to go back to our prospects list and see if interest in the project was still there before making a formal recommendation to the Board to proceed with the project.

Tim talked about the reasons behind the committee decision and whether landlords would still be interested and also that if 5 or 6 companies sign up and use the £1m fund, the risk goes immediately.

Steve talked about the Brighton Energy Co-operative who says from their experience, the project should be self-financing in a year.

Trevor asked whether this has been done anywhere before and if there was a cost to the business. Steve and Tim talked about the project benefits. Tim spoke about landlord agreements. Tim spoke about Elekta and their sustainability project.

Steve talked about the work that has gone into the project to date but how we paused BEC contacting companies when the project ran into issues and how we need to have contact companies again now, on advice from the P&S Committee. Markus talked about the Avensys building and how those companies that own their own buildings are very interested in the project.

Paul talked about the P&H building and the benefits of the project.

Tim put forward the recommendation to use funds to ask BEC to communicate with companies and see what the interest is.

Steve suggested BEC could come to a sub or board meeting to answer questions on the project.

Clem said to look at the original business case on what the government department expect and want for the project and move forward. Steve confirmed nothing has

changed from the original business case.

Paul said it was a good idea to go back to the market as he felt companies would still be interested in the project.

Martha said about the complicated way the funding is coming and whether the money could go straight to the REMR rather than through the BID. Steve explained why the arrangements were as they are and reminded the Board that REMR had been set-up to specifically deliver the Local Energy project but had no track record. The BID provided the trusted accountability for the funds to help set it up and become self-financing.

Martha asked about how the self-funding aspect would work, Steve talked about the project and examples of other schemes and how they become self-financing through income generated from energy sales, share issues and other forms of fund raising.

Martha asked about cost of power and the benefit to those in the project. Tim talked about the cost of the scheme and the benefit to the customer. Steve talked about the principal of the project is that MR business will pay less for their power and not have any initial capital outlay for the solar panels. There's no cast iron guarantee but history tells you the cost will be lower than the grid.

Markus talked about the benefit and how it is an attractive sell for the project.

Clem added that before the project is put on the portal, the legal agreement between the Council and the BID needs to be signed. Nigel emphasised that the required Principal Analysis process had been thorough and comprehensive.

Steve asked if Crawley Borough Council lawyers had asked about the protection for not just the council but also the BID. Nigel talked about how feedback on the project from the government department was that the project was robust and there were no holes in the project. Nigel spoke about the portal and there has only been 1 challenge out of thousands of projects so the risk is very low. Clem and Nigel spoke about the cost of the project was not large enough to be a cause of concern in the eyes of the Government from market distortion perspective .

Recommendation- The BID to talk to BEC for them to gauge the current interest for the project.

Recommendation approved by the Board

Clem and Nigel left the meeting at 1049

ACTION 06: Decide whether to progress the REMR Project as per the recommendation in the decision

		Recommendation approved by the Board
7.	<p>A. AOB</p> <p>Michael spoke about seeing a documentary about car cruising featuring Gatwick Distribution Centre, who are now putting in barriers but the issue would be moved elsewhere in Manor Royal. Steve spoke about the support the BID offers businesses</p> <p>Chris mentioned the Careers Fair</p>	

All business having been completed the meeting was CLOSED at 1245pm