

Friday 14 June 2024 10.00-11.30 at The People’s Partnership – Manhattan Building

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Tim Rose (Elekta), Paul Searle (P&H Motorcycles), Steve Sawyer (MRBD), Chris Oxlade (MRBD), Helen McLaren (MRBD), Ann Horne (Harwoods), Cllr Bob Lanzer (WSSC), Clem Smith (Crawley Borough Council), Gary Tomlinson (SOS Systems), Patrick Heath-Lay (People’s Partnership), Dipo Lafinhan (WSSC)

Apologies: Cllr Atif Nawaz (Crawley Borough Council), Nick Burrell (WSSC), Samantha Bertie (MRBD), Markus Wood (Avensys), Martha Burnige (Gatwick School)

	Meeting outcome	Action / outcomes
1	<p>A. Welcome, declarations of interest, apologies, approval of minutes (See Item A)</p> <p>Trevor opened the meeting at 10:05 and welcomed everyone.</p> <p>Apologies were announced.</p> <p>Minutes of last meeting were approved.</p> <p>Trevor welcomed Helen to the BID. Helen had introduced herself to the members on arrival to the meeting today.</p> <p style="text-align: right;">ACTION 01: Approve minutes</p>	<p>Minutes approved by the Board</p>
2.	<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 talked through the updates since last time as per ITEM B attachment.</p> <p>Move It/ Sustainability</p> <p>The Move It project is being launched on 23rd July to VIP’s, Managers and influencers. This is in advance of a public launch in September. A survey is being sent in advance of the September event to gauge commuter behaviour.</p> <p>Parking Management Plan</p> <p>We are aware of continual complaints about parking in Manor Royal where cars have been dumped or left by holiday makers. As there are no restrictions, this is not illegal.</p> <p>A Parking Management Plan was discussed previously and a survey was conducted pre covid to test the appetite for this. It is now being considered again. It is planned that the Move It Survey results will provide fresh evidence on whether it will be supported.</p> <p>Previous data showed strong support for a Parking Management Plan but once the question was raised about paying for permits the enthusiasm waned.</p>	<p>The Board noted progress and updates</p>

<p>Bob Lanzer talked about Controlled Parking Zones in residential areas having proved successful for residents. Initial concerns about the charges were outweighed by the better parking available for residents once the scheme is in place. Bob has access to previous consultations which pitch the pro's and con's of such schemes which may prove helpful.</p> <p>Bob also asked if currently unused parking in MR be utilised? Tim has looked at this previously, but it proved complicated with insurance and liability. Patrick also stated that this would be very difficult to administer.</p> <p>Steve concluded that MRBD is in an unusual position for a business park, especially so close to an international airport to not have any controlled parking and that it will likely happen at some point in the future.</p> <p>Security</p> <p>Tim reported that a staff vehicle had been stolen from the Elekta car park and that there have been 3 break ins at their empty building. Tim believes that these have been targeted crimes carried out by a professional team, rather than opportunistic. Elekta have increased their security provision and reported all incidents to the police, who have not attended at all.</p> <p>Trevor reported that a member of Thales staff, who was staying at the Crowne Plaza has had their car broken into on 3 separate occasions in the Crowne Plaza car park. This has been raised with the hotel who have not been overly helpful.</p> <p>Steve informed the meeting about the Business Rangers monthly reports and that crime stats are still relatively low in MR. The Rangers are reporting an increase in shop lifting and aggression.</p> <p>A lack of police presence generally on MR was noted, with the impression that the police concentrate their resources on the town centre as this is where the higher levels of crime occur.</p> <p>Steve referred to the recent BID Security Survey that would form the basis for conversations with the police and informing the work of the Business Rangers. The survey is available online.</p> <p>Steve requested that incidents are reported via the DISC scheme as evidence is required to feed back to the police.</p> <p>Steve also highlighted that the Rangers are not to replace the police but an additional security presence in MR and questioned if the shift pattern should be reviewed.</p> <p>Steve also said that MRBD will keep an eye on crime levels, is it spasmodic or a general increase? The stats don't currently back that up.</p> <p>Environment and Sustainability</p> <p>Steve informed that Allen Scott have been commissioned to develop a Green Infrastructure and Biodiversity Framework and Action Plan. Clem informed the meeting that the Council is also doing similar work with Allen Scott and it would be good to work with BID to use the investment, as it is the same company working on both projects.</p>	<p>Bob Lanzer to provide details of "pros" and "cons" from previous consultations</p> <p>Action 02 – Arrange meeting with PCSO, Sargeant, Paul Dowling and Blue Light to discuss survey and increase in crime. Bob also asked if it would be worth inviting Katy Bourne to visit Manor Royal to discuss the issues?</p> <p>Steve to flag to Allen Scott the work being carried out by the Council.</p>
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	<p>Road Condition and Repair</p> <p>Trevor raised concern that the roads on Manor Royal are not in a good state. Plans are in place for widening the bus lane and resurfacing on Manor Royal Road to be delivered before March 2025; Resurfacing of Faraday Road is also planned for this financial year and Gatwick Road is planned for resurfacing in September 2024.</p> <p>Bob Lanzer requested information on areas of Manor Royal that require attention in advance of the planned works. This can then be escalated and lobbied for.</p> <p>Events</p> <p>Steve congratulated SOS Systems for getting to the final of the 6-a-side Football Tournament which was a successful event and fully booked.</p> <p>Steve thanked Chris Oxlade for all his help in delivering the recent events while the MRBD team has been understaffed. There have been successful People Conference and Know your Neighbour events.</p> <p>Closing accounts and Annual Report Production</p> <p>Steve thanked Patrick for attending recent Audit Planning meeting. Audit closure meeting is planned for 16th July. All Board Members are welcome to attend.</p> <p>Governance</p> <p>Following the resignations of Michael Deakon-Jackson and Tony Maynard from the board, there are currently 2 vacancies. Steve stated that there has already been some interest but we are now actively putting the message out and inviting applications. Opportunities to join the Board to be advertised in BID Comms. Board members are invited to make suggestions for suitable candidates, ideally drawn from BID Levy paying companies.</p>	<p>Steve to supply to Bob Lanzer a report, already shared with Highways, on known highways issues</p> <p>ALL Please send Helen details of the roads in bad repair for collating and sending to Bob Lanzer.</p> <p>ALL to indicate their interest in attending the audit close (16 July) online</p> <p>ALL to suggest suitable candidates to join the Board</p>
3.	<p>C. Finance latest (2023-24)</p> <p>a. Budget Overview (see Item C1) and Project Spend (see Item C2)</p> <p>Steve stated that we are currently projecting a conservative estimate of £15,000 at the end of the year. MRBD would like to get to a reserve of £50,000, in line with its reserve policy.</p> <p>Trevor asked where we are with previous year's levy collections and Steve informed that we are now back on track post covid. A process is underway to recover any outstanding debt and there is an allowance in the budget for this. Having been flexible during the Covid times, we are now adhering to the process set out in the agreement for levy funds collection and enforcement. We normally have a very good collection record of 98/99%.</p> <p>Patrick asked if there are any concerns. Steve replied that no concerns around levy collection.</p>	

	<p>Only concern currently is any unexpected legal costs arising that has not been budgeted for.</p> <p>Patrick asked if BID is still holding money for the the Crawley Creative Playground Steve replied that this is Arts Council money to support arts and cultural activity and development over the next 3 years. BID is still an accountable body but looking at an exit agreement. After which Creative Crawley will hopefully become accountable. No Creative Playground money is included in the budget presented to the Board and the BID, at the time of the meeting, is not holding any Creative Playground funds.</p> <p>However, the BID has just received £80,000 from the Arts Council (this is since the accounts were prepared). All money gets passed on to Creative Crawley to support delivery of the Creative Playground. Steve also sits on the board of Creative Crawley to hold the governance side.</p> <p>Ann asked why the money can not be paid directly to Creative Crawley. Steve explained that there is a benefit to MRBD as there is a fee is received. Creative Crawley did not have a relationship with the Arts Council at the time of the award, but the BID did so agreed to be the accountable body in return for a fee. This is not long term and there is an exit strategy in place.</p> <p>The money benefits the whole town. Currently 1.5 years into a 3 year agreement. The money is held totally separately from BID funds.</p> <p>Steve provided a list of proposed levy fund write offs. These are made up of companies that have gone into liquidation and also where there have been errors in billing, for example where the property has been removed from the ratings list. Steve requested board approval for these to be written off.</p>	<p>This was approved by the Board.</p> <p>C2. The Board approved the budget as seen today.</p>
<p>4.</p>	<p>D. Verbal update on Governance and Project Committees</p> <p>Patrick asked when the committee meeting is taking place for Governance. Steve informed on 16th July. Patrick is keen to get this moving .</p> <p>Steve noted that the last few months have been a tough time for the MRBD with being understaffed. Meetings may not have happened as required but the BID has kept running while under resourced. Trevor acknowledged this and requested it now get moving.</p>	<p>Action – Steve to set up Governance & Risk Committee meeting</p>
<p>5.</p>	<p>E. Survey and Feedback review, plus national BID context</p>	

	<p>Steve presented survey results from the recent Know your Neighbour event (see separate Manor Royal Stat Pack).</p> <p>This is an overview of the data from about 80 attendees (of which approximately a third participated). It was useful to gauge feedback but too small a sample to be robust.</p> <p>Gary asked if future Know Your Neighbour events could be opened up to businesses outside Manor Royal to attend, just MR Businesses that could exhibit. Steve agreed that this has been mentioned before and the team would discuss. One concern is that companies could then attend that are competitors of a MR company and could potentially take business.</p> <p>Steve also presented data and comparisons on information on BIDs nationally. It was noted that MRBD has a very low cap and we are in the lowest quartile nationally. MRBD asks for very modest contributions.</p> <p>Steve also noted thanks to the County and Borough Councils for all the work that they do with MRBD.</p>	
<p>6.</p>	<p>F. ReEnergise Manor Royal (Local Energy Community)</p> <p>Summary of current situation was outlined in the Board Meeting papers in advance. Steve presented the diagram to the board explaining the flow funds.</p> <p>Trevor suggested that a separate meeting would be appropriate for this agenda item where a more detailed conversation could take place.</p> <p>Steve highlighted the following:</p> <p>The legal agreement for this project between MRBD and the council is similar to agreements for other projects MRBD works on with the Towns Fund. An agreement has been drafted for a delivery partner. A brief has been drafted to appoint a delivery partner. All agreements have been drafted and we are ready to move forward subject to board approval.</p> <p>Tim suggested that a small piece of work is required to ensure there is still a business need by going back out to businesses in the BID area. It was noted that energy prices have dropped considerably since this project was first looked at but that it still has merit.</p> <p>Steve stated that there is an identified pipeline of interested companies, of which about 10 have been issued with draft agreements.</p> <p>Steve advised that we would need a Management Company on board to expertly answer questions as we do not have the in house expertise and support the delivery of REMR, as well as re-canvass pipeline businesses</p> <p>Phase 1 would be to appoint an expert and then go back to the interested parties and find out if still an appetite for the project.</p> <p>Phase 2 would be to appoint the partner to manage the delivery of REMR, subject to the outcome of Phase 1</p> <p>All licences and agreements would be owned by BID.</p>	

	<p>Clem stated that there is a concern over the timing for the spend as the deadline is March 2026. This only leaves 21 months to deliver.</p> <p>Steve raised that the project was launched in good faith but that new Subsidy Control rules were brought in and have taken over a year to resolve . 21 months is not long to deliver the project. Should the decision be made not to proceed then there is currently time for the money could be allocated elsewhere. Therefore, an imminent decision either way is required.</p> <p>Steve is nervous about appointing a new delivery partner to take this project forward without the confidence of the project going ahead.</p> <p>Trevor recommended that a separate meeting be organised to discuss the detail and outstanding concerns. It was suggested that Dr Daire Casey from the Energy Services Team at West Sussex County Council would also be helpful to attend that meeting. Patrick noted that after this meeting, it is important that the outcome is presented back to the board for final decision making.</p>	<p>ACTION: Arrange separate meeting to discuss REMR Project further and make decision on it's viability.</p>
<p>7.</p>	<p>AOB</p> <p>Steve asked for Board approval to take Manor Royal BID through BID Accreditation.</p> <p>Trevor said this would take a good 360 look at the BID. All board agreed to this and it was suggested that the Governance Group should be involved in the process of this.</p> <p>Tim has recently been in discussion with Atif at the Borough Council regarding water neutrality and wondered if MRBD could be a forum for moving this project forward and help to drive investment in sties. Clem liked the idea of working together and said it would be great for the audit trail.</p> <p>Helen thanked all the meeting members for their warm welcome and informed the Board members that she will be in touch regarding arranging to request meet each member on a 1-2-1 basis to chat about their work with the BID. Helen also requested that it would be helpful to know which companies would be able to host future Board Meetings for planning purposes.</p> <p>Gary asked if there is any analysis on what raising the BID levy cap could do and if that would allow more funds to increase Ranger activity for example. Steve said it hasn't been done this way round before but the time to look at this would be prior to the next ballot. Rates are currently fixed until 2028.</p> <p>Chris noted that it has been a very busy 6 months for the BID, having been under resourced. Chris wanted to thank Steve for all his work and for being an amazing boss during this challenging time.</p> <p>Trevor thanked Steve for preparing the papers and stated that the REMR meeting set up is high on the agenda.</p>	<p>Steve to action the British BIDs accreditation</p>

All business having been completed the meeting was CLOSED by Trevor at 11:39am