

Friday 23 September 2022 10.00 – 11.30, B&CE, Manhattan Building, Manor Royal, Crawley, West Sussex RH10 9AD

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Trevor Williams (Thales UK) (Chair), Yvonne Taylor (PPL Insights) (Vice-Chair), Steve Sawyer (MRBD), Michael Deacon-Jackson (FTD Johns), Cllr Atif Nawaz (Crawley Borough Council), Tim Rose (Elekta), Cllr Bob Lanzer (WSCC), Clare Silva (MRBD), Chris Oxlade (MRBD), Martha Burnige (Gatwick School), Patrick Heath-Lay (B&CE), Clem Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles), Markus Wood (Avensys).

**Apologies:** , Tony Maynard (CGG), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group).

Meeting outcome	Action / outcomes
<p><b>1</b>     <b>Welcome</b> Trevor opened the meeting and asked the Board to approve the minutes from the previous meeting.</p>	<p><b>The Board approved the minutes from 24 June 2022</b></p>
<p><b>2.</b>     <b>1. Finance:</b> Current finance position and Presentation of Audited Accounts 2021-22</p> <p>SS presented the current budget position. TW questioned the outstanding BID levy and asked about the amount and number of businesses still to pay. PH-L sort clarification on the outstanding levy concerning the split between different years. SS explained the easement of collection and enforcement from COVID years means outstanding levy is higher than usual with collection rates usually in the 98-99% range. Normal collection and enforcement measures are now starting to apply.</p> <p>Project spend: a lot of work going on and renewal taking a lot of focus from the team.</p> <p><b>Action 01:</b> Board approved the current budget position</p> <p>Steve thanked the Board for agreeing the proposed cost of living increase for CS and CO prior to the meeting.</p> <p><b>Action 02:</b> Consider cost of living uplift</p> <p><b>Final accounts:</b> SS presented the audited accounts for 2021/22. There is an in-year deficit, which is planned for and offset by surplus generated in previous year. The accounts show decent level of cash reserves although this is inflated by uncollected BID Levy from COVID years.</p> <p>PH-L questioned outstanding levy and how the auditors account for this. SS explained that £155k predominantly outstanding levy. Usually, the BID does not have such a large figure. At least £20k will be written off as businesses have gone out of business. Over the next year, when normal enforcement process is applied, the level of bad debt is expected to reduce.</p> <p>TW asked how the debt and collection process was monitored. SS explained how the Council has a Manor Royal BID revenue where levy transactions are recorded. Each month the Council issues a statement of accounts that details levies received and outstanding. After the final reminder is issued then any outstanding levy can usually be recovered through court action, if necessary, which it usually isn't.</p> <p><b>Action 03:</b> The Board noted the first draft of final accounts for year ending 31 March 2022</p>	<p><b>The Board approved the budget position</b></p> <p><b>The Board approved cost of living uplift.</b></p> <p><b>The Board noted the first draft of accounts to be presented at the AGM.</b></p>

<p>3.</p>	<p><b>2. Manor Royal BID Renewal, (2023-28): Business Plan Approval and timeline to renewal</b></p> <p>SS presented the final version of the BID Business Plan for approval, which had been amended in response to feedback from the Board, asking:</p> <p><i>Does it look good? Is the message clear and compelling? Anything obvious missing?</i></p> <p>SS also posed areas where clarity was urgently needed: What is actually happening on Broadband upgrades? Concerns on road and pavements condition not addressed or costed. No plans for major re-surfacing in Manor Royal. Should we revisit in the Grey “Hard” Infrastructure Audit work to independently assess condition and engage WSCC?</p> <p>Good progress towards BID renewal is being made. All the formal stages have been met and the required Operating and Baseline Agreements are in place. The Business Plan had also been through the Crawley Borough Council Cabinet process and received support.</p> <p>TW asked whether there were any concerns about the ballot? SS - to date the feedback has been positive. However, there have been a lot of changes in MR since COVID and we will be going to ballot during a tricky economic climate.</p> <p>Tim Rose (TR) perception was that the reputation of MR BID was high and thinks we’re in a good place.</p> <p>Paul Searle (PS) stressed we can’t be complacent.</p> <p>TW suggested the BID team should ask when help was needed to speak to businesses.</p> <p>SS explained the formal process and milestones, and how the postal ballot works.</p> <p><b>Action 04:</b> Approve Business Plan. Final comments.  <b>Action 05:</b> Note timeline to renewal and outstanding tasks.</p> <p><b>Roads and highways condition</b></p> <p>Condition of roads and pavements remains a top concern of businesses, evidence by the BID Survey. It has been confirmed that, beyond the Crawley Growth Programme, there are no major improvements planned for Manor Royal. PH-L mentioned safety issues related to condition of road markings. TR mentioned that staff were concerned about the amount of roadworks.</p> <p>The Board discussed the value of the hard infrastructure to audit that helped with previous negotiations with WSCC. The Board agreed to revisit this post-ballot.</p> <p><b>Action 06:</b> Comment on approach to re-visiting “Grey” infrastructure audit, and re-engaging WSCC.</p> <p>Clem Smith (CS) updated the Board about planned broadband investment via the Towns Fund. £2m has been ringfenced to provide a full-fibre solution to provide gigabit connectivity for all. The Council is currently undertaking a soft market test to identify a suitable provider. SS explained the BID has previously undertaken a market test and has the results of that that can be shared confidentially.</p>	<p><b>The Board approved Business Plan and noted the timeline to renewal.</b></p> <p><b>The Board agreed to revisit the Grey “Hard” infrastructure audit post-ballot.</b></p>
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<p>4.</p>	<p><b>Projects update, including Town Deal and Crawley Growth Programme updates</b></p> <p>SS presented the latest developments on BID projects, Town Deal and Crawley Growth Programme.</p> <p><u>Crawley Growth Programme Phase 2</u> – details available at <a href="http://www.manorroyal.org/CGP">www.manorroyal.org/CGP</a></p> <p><u>“Move It” Active Travel initiative.</u> Board have approved previously. Will formalise with Clem on the timings of recruitment to fit in with BID needs.</p> <p><u>Micropark / facilities roll-out:</u> Updates given on The Base, Woolborough Lane Linear Park and Crawters Brook.</p> <p><b>Action 07:</b> Note progress on Crawley Growth Programme, “Move it” and Microparks.</p> <p><u>Superhub pilot (Manor Royal Central):</u> The benefits of the project were discussed involving the improvement of the shelter itself but also investment in the surrounding area to provide new facilities, seating and improved public realm – not just for bus users but also for visitors and staff.</p> <p>The capital cost for the shelter and the park area will be met by a combination of Towns Fund, Crawley Growth Programme and some BID funds. The on-going maintenance cost would need to sit with the BID, at least until the wider bus contract is re-let. The BID is capable of meeting this on-going cost as it is quite low and the risk no more than for maintaining other assets the BID is already responsible for. Designing and building the first superhub, which was originally conceived as part of the BID’s Project Pack, will allow for the concept to be proven increasing the likelihood of it being rolled out to other key locations. The expanded Maintenance Team can handle the maintenance of the shelter and park area.</p> <p><b>Action 08:</b> Approve approach and role of MRBD in delivery of first superhub bus stop area. Approved by Board</p> <p><u>Parking Management Plan</u> – update from WSCC since last Board meeting. Advertisement and adoption postponed in response to feedback. Remains the only solution to the reported problem. Board suggests keeping under review to assess impact of the airport getting busier and people returning to work. Likely to be revisited as part of the wider Crawley Parking review circa 2024.</p> <p><b>Action 09:</b> Comment on feedback from WSCC on Parking Management Plan Board decision.</p> <p><u>Business Rangers</u> – supplier issue discussed.</p> <p><b>Action 10:</b> Note issues concerning Business Rangers supplier and actions being taken to remedy</p>	<p><b>The Board noted progress.</b></p> <p><b>The Board approved BID’s commitment to leading on first superhub</b></p> <p><b>The Board approved recommendation to postpone adoption of parking management plan.</b></p> <p><b>The Board actions to remedy Business Ranger supplier issues</b></p>
<p>5.</p>	<p><b>Sustainability update</b></p> <p>The Board discussed:</p> <ul style="list-style-type: none"> <li>Manor Royal’s sustainability score card and headline Action Plan</li> </ul>	

	<ul style="list-style-type: none"> <li>Local Energy Community (LEC) launch and call for Delivery Partner.</li> </ul> <p>TR gave an overview. Massive amount of progress and now been able to go out to tender for the delivery partner. Contract award early Oct. target first installation March 2023. If you have a roof suitable for solar PVC do consider. Beginning to get enquires around the rest of the UK, being watched as pioneers of the LEC, on business estate. West Sussex have been fantastic!</p> <p>Cllr Atif Nawaz (AN) Asked about the intended outputs? TR – explained the intention to start with installation of solar pv through an energy community model that could expanded to other areas of storage and heat, and advice and guidance to companies interested in achieving net zero targets.</p> <p><b>Action 11:</b> Approve adoption of Sustainability Action Plan.  <b>Action 12:</b> Note progress to LEC launch.</p>	<p><b>Board approved adoption of the sustainability action plan for action post-ballot as part of a renewed BID.</b></p> <p><b>Board noted progress towards the LEC formation and launch.</b></p>
6.	<p><b>3. Annual Review, AGM and Call for Directors</b></p> <p>The Annual Review will take place as part of the Manor Royal Matters event (10 November) where BID Directors are elected. A reminder of the process, including call for nominations.</p> <p><b>Action 13:</b> Board members to declare their intention to continue.</p>	<p><b>Board members to indicate to CS of their intention to continue.</b></p>
7.	<p><b>4. AOB and Close</b></p> <ul style="list-style-type: none"> <li>CS updated the Board on future planned events</li> <li>AN provided feedback on SS's recent presentation to the Crawley Borough Council's Economic Regeneration Group that was well received. There is interest in a tour of site for Councillors.</li> </ul>	<p><b>SS to liaise with CBC re Councillor tour.</b></p>

**All business having been completed the meeting was CLOSED at 11.33**