

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance:

Steve Sawyer (MR BID), Chris Oxlade (MR BID), Clare Silva (MR BID), Michael Deacon-Jackson (FTD Johns Ltd), Tim Rose (Elekta), Yvonne Taylor (PPL Insights), Jeremy Taylor (The Company Connector), Paul Seale (P & H Motorcycles), Steve Pullen (Varian), Clem Smith (Crawley Borough Council), Nicola Blake (Creative Funding Solutions Ltd), , Paul Mcconalogue (Natwest), Bob Lanzer (WSCC), Martha Burnige (The Gatwick School), Trevor Williams (Thales UK), Kevin Willsmer (L3 Harris) (attending in place of Karen Robins), Paul Jackson-Cole (WSCC) (attending in place of Nick Burrell), Rachel Thomas (B&CE Benefit Schemes)

Apologies:

John Trigg (Freedom Works), Samantha Jackson (Welland Medical), Mike Harris (Harwoods Jaguar Land Rover), Jonathan Green (Virgin Atlantic Airways), , Lynn Hainge (Crawley Borough Council), Jeremy Day (Doosan Power Systems), Anthony Maynard (CGG), William Perks (Peter Perks Ltd), Nigel Tidy (Crawley Borough Council), Ryan Page (Espresso Solutions), Nick Burrell (WSCC), Markus Wood (Avensys), Mark Curtis (Split Image Limited), Suzanne Holloway (Vail Williams), Karen Robins (L3 Harris), Christopher Meeking (Avtura), Julie Kapsalis (Chichester College Group), Jack Bedell-Pearce (4D Data Centres Ltd), Mel Mehmet (easitNETWORK), Oliver Ellingham (Lok'nStore).

Meeting outcome	Action / outcomes
<p>1 Welcome and Introductions Steve welcomed everyone to the meeting with a special mention to new to the meetings.</p> <p>ACTION 1: The minutes from 02 Feb 2022 were approved</p>	<p>The minutes from 02 Feb 2022 were approved</p>
<p>2 Manor Royal BID Renewal, (2023-28): Preview Steve advised that the meeting would have a strong focus on the BID business plan with key questions to answer:</p> <ul style="list-style-type: none"> • Does it resonate • Is it clear • Will it win the vote <p>Steve Sawyer ran through a detailed presentation and highlighted the key below areas:</p> <p>Timeline: Police and County Council approval in process. Local Authority don't give approval but if in conflict with local policies or are judged to unfairly prejudice a business or group of businesses in some way, referred to as the power of veto.</p> <p>Two areas that require more information: Broadband – City Fibre are putting fibre into Manor Royal, but questions remain about the when this will happen and what exactly they are delivering. Road Surfacing – Council has no current plans for resurfacing, and this repeatedly features as an issue for Manor Royal businesses.</p> <p>Jeremy Taylor noted that Broadband has been highlighted as a priority by the BID but on the survey came out as 5th focus for businesses so possibly not a priority for the BID to fund.</p>	<p>The BID to meet with the Leader</p>

<p>It was suggested that the BID arrange for the Leader of the Council to visit and drive them around on the worst roads to show the poor state of the surfaces.</p> <p>Anthony Maynard mentioned that if businesses are embarrassed for clients to come to Manor Royal due to the condition of the roads, this might resonate with the council. Steve Sawyer agreed that talks with the Council are the first steps and the BID are in process of arranging for the Leader of the Council to come for a visit.</p> <p>Rachel Thomas noted that a huge amount of work has taken place on Gatwick Road but there are huge potholes around the roundabout. Any talk of repairing these? Rachel mentioned that B&CE staff ask her about this regularly. Steve Sawyer advised that the BID would take this point away and will feedback the Councils response.</p> <p>BID rules and proposed rates: Steve continued with the presentation and highlighted the importance to understand the BID rules and rates and where they sit nationally. Levy rate: 1% currently will rise to 1.1% Levy cap is currently £3,500 and will rise to £4,000 (maximum levy bill any business will receive). Steve noted that this is way below the average rates and ranks in the lower quartile on most measure compared to other UK BIDs and is incredibly competitive.</p> <p>Tim Rose mentioned that he feels the business plan is really strong however “are we communicating that this is best value for BID’s nationally?” Steve agreed this was a good point and a message we want to capture.</p> <p>Jeremy Taylor noted that in the business plan on page 4-7 it states that “over £2.5 million attracted by the BID, with a further £2.5 million going forward” this is a powerful message. Steve Sawyer agreed that this is a key message and will be highlighted in the BID comms.</p> <p>Variation Policy: Steve advised that a variation policy will be included in the rules and the board has the discretion to increase the levy in line with inflation. The BID has never had to do this, and no plan to but it will be there to protect the BID. Inflation has always been a steady level, however, now needs to be a consideration. Rate of CPI from 2nd year onwards was thought to be the best option by the Board.</p> <p>Revaluation: All business rates will be revalued in April 2023, however the BID will set the rate against the 2017 rates so when businesses are voting they know exactly what they will be paying, and this won’t change. Tim Rose agreed this was an important point along with the importance of the £4k cap, that the Board all agreed with to ensure that businesses can budget each year.</p> <p>Sustain and Renew: Steve explained that this is new BID objective, totalling 5 objectives. Although work in this area was already happening it was seen as vitally important to highlight Sustainability as an objective in its own right.</p> <p>CCTV: Conversations have been taking place with the police, to upgrade cameras and add to them with a redeployable camera that can be moved to hot spots as an when required.</p> <p>Comments: Jeremy Taylor noted that in the business plan no income against digital signs, why? Maybe this should be taken out?</p>	<p>of the Council to show the state of road conditions</p> <p>The BID to highlight road conditions to the Council and report back to the group</p> <p>The BID to include these key messages in all comms</p> <p>Jeremy left at 12 noon</p>
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<p>Clem Smith advised that the Borough Council are in support of the BIDs continuation and on 5 October this will be highlighted to cabinet and advised he is confident this will be agreed.</p> <p>Steve Sawyer gave his personal thanks for Clem’s support</p> <p>Paul Mcconalogue said he thinks the business plan is a fantastic, clear and compelling document.</p> <p>Kevin Willsmer also agreed seconding Paul. The document gets the message across brilliantly.</p> <p>ACTION 2: Any subsequent thought share with the BID team. Board meeting 23 Sept – the Board will sign off the proposal ready for printing. After this date no changes can be made.</p>	<p>All – to share any subsequent thoughts with the BID team, before 23 September</p>
<p>3 Projects update, including Town Deal and Crawley Growth Programme updates</p> <p>Steve Sawyer gave an update on the Crawley Growth Programme Phase 2 – what now and next.</p> <p>Around County Oak –there are raised tables and crossing points to prevent car cruising going in. The One-way system is currently on hold yet as the booking system for the TIP has worked to reduce congestion around this area.</p> <p>The road works on London Road have been causing some congestion.</p> <p>The roundabout by Crawters Brook has had some improvements but the road surface isn’t part of the plan.</p> <p>Steve Sawyer advised that WSP are in the process of costing to resurface the roundabout and then the BID can take a view of how to tackle this with the council.</p> <p>Bob Lanzer advised that WSP has been commissioned by the Crawley Growth Programme, and that he will write to the local MP to support the resurfacing.</p> <p>Paul Jackson – Cole advised that work is due to start with Landbuild, the roundabout is outside that area. The circulation of the roundabout will be looked at and what the cost is, so not to leave an incomplete part of the project in the public eye.</p> <p>Bob Lanzer noted that The BID has demonstrated the importance of communication of intentions.</p> <p>Rachel Thomas highlighted her frustrations with roadworks and seeing no activity and not knowing what is going on and when it will end. Steve Sawyer advised he will send the timeline for roadworks so all can be clear.</p> <p>Steve Sawyer also noted that he we will find out the programme for City Fibre. He concluded to say that although in longer term we might appreciate the benefits of the works.</p> <p>Micropark / facilities roll-out: The Base, Woolborough Lane Linear Park and Crawters Brook are all supported by the Towns Fund.</p> <p>Superhub pilot: Manor Royal Central:</p> <p>Trueform have been selected to enhance the bus stops at key locations. The superhubs are more than a bus stop, they are places that people use. Looking to enhance the whole area surrounding the bus stop whilst making the bus stop more sustainable, welcoming, branded and with MR furniture pallet. Aiming to get to a place where we can get a demonstrator site up and running.</p>	<p>Steve Sawyer advised to send the timeline for roadworks on Manor Royal</p> <p>Tim Rose left at 12.18</p>
<p>4 Sustainability update</p>	

<p>Steve Sawyer gave an update of the work Bio Regional will be doing to assess the performance of the area. They have worked with corporates and the largest BID so have a good background and experience of this work. They will be assessing Manor Royal as a whole and the businesses area against set criteria and give a rag rating score with suggested actions.</p> <p>They will also look at future trends, how we travel, how we use workspaces, facilities managers to bring building up to CPC standards.</p> <p>Detailed action plan available. Please contact the BID if you'd like a copy.</p> <p>The Action Plan describes various roles for the BID to either Lead, enable or influence. The plan will require funding so need to secure the BID for the next 5 years.</p> <p>Local Energy Community (LEC) launch: Looking for delivery partners. Conclusion that fastest way to get this up and running and managed by professional people is to appoint a delivery partner dedicated to delivering the LEC for Manor Royal. Funding has been secured to start the and subsidise the costs of Solar PV on building. This will make it easier, quicker and cheaper for businesses to get solar onto their roofs.</p> <p>Open door for all companies to declare an interest. Please contact the BID office if your business is interested.</p>	<p>Contact the BID office if your business is interested in Solar PV.</p>
<p>5 Annual Review, AGM and Call for Directors</p> <p>The Annual Review will take place as part of the Manor Royal Matters event (10 November) where nominations for BID Directors are elected. Management Group members are invited to declare their interest in becoming a BID Director.</p>	<p>Please send Director nominations into the BID office</p>
<p>6 A.O.B Steve Sawyer highlighted forthcoming BID events:</p> <p><u>THURSDAY 29 SEPTEMBER 2022, 09.15 – 13.30</u></p> <p>Manor Royal People Conference - Human Leadership In A Disrupted World. Taking place at the newly refurbished Holiday Inn Gatwick Worth, we will be joined by not just one, but two inspiring pioneers in the world of psychology and wellbeing! Alex Bailey, Global CEO and Co-Founder of Bailey & French and Sarah Restall, Specialist Consultant and Engagement Manager at Wellbeing with Cari will share their expert knowledge.</p> <p>BOOK YOUR FREE PLACE HERE</p> <p>CAREERS FAIR 20 OCTOBER 10.00-14.00</p> <p><u>THURSDAY 10 NOVEMBER 2022, 09.15 – 13.30</u></p> <p><i>Manor Royal Matters Includes Annual Review and BID3 Business Plan (2023-28) reveal. Taking place at Sandman Signature London Gatwick Hotel, this event brings together businesses, stakeholders and supporters of Manor Royal to review the progress made in the past year, how the area is changing and – importantly – discuss the future of the area and the Manor Royal BID. Complimentary refreshments and a buffet lunch will be provided.</i></p> <p>BOOK YOUR FREE PLACE HERE</p> <p>No other comments.</p>	

All business having been completed the meeting was CLOSED at 12.10