

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Tim Rose (Elekta), Tony Maynard (CGG), Markus Wood (Avensys), Cllr Bob Lanzer (WSCC), Clare Silva (MRBD Limited), Chris Oxlade (MRBD Limited), Yvonne Taylor (PPL Insights), Martha Burnige (Gatwick School), Patrick Heath-Lay (B&CE).

**Apologies:** Marie Ovenden (WSCC), Nick Burrell (WSCC), Clem Smith (Crawley Borough Council), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles).

Meeting outcome	Action / outcomes
<p><b>1</b></p>	
<p><b>A. Welcome</b></p> <p>Trevor Williams welcomed everyone to the meeting and gave a special welcome to the new Board Members: Martha Burnige (Gatwick School) and Patrick Heath-Lay (B&amp;CE)</p> <p>Trevor asked the Board to approve the minutes from the previous meeting held 15 October.</p> <p><b>ACTION 01: Minutes were approved by the Board</b></p>	<p><b>Board approved the minutes from 15 October.</b></p>
<p><b>B. Appointment of Chair and Vice-Chair for 2022</b></p> <p>Steve advised that at this is the first meeting following the AGM, it is a requirement of the Board to elect a Chair and Vice-Chair for the next year. Current candidates are: Trevor Williams, Thales UK (standing as Chair). Yvonne Taylor, PPL Insights (standing as Vice-Chair). Other nominations were invited prior to the meeting.</p> <p><b>ACTION 02: The Board agreed to appoint Trevor Williams, Thales UK (Chair). Yvonne Taylor, PPL Insights (Vice-Chair).</b></p>	<p><b>The Board agreed to re-appoint Trevor Williams, Thales UK as Chair and Yvonne Taylor, PPL Insights as Vice-Chair.</b></p>
<p><b>2.</b></p>	
<p><b>Finance latest</b></p> <p><b>C. Set the remuneration for RPD (Manor Royal BID Auditors) (No further information)</b></p> <p>Proposed RPD Audit Fee for 2021-22 accounts quoted as £4,750 (vs £4,650 for 2020/21)</p> <p>Michael Deacon- Jackson queried why the fee has increased. Steve Sawyer advised this was expected.</p> <p><b>ACTION 03: Consider appointment and remuneration for RPD as BID auditors</b></p> <p><b>E. Finance latest</b></p> <p>a. Budget Overview (see Item E1)</p> <p>b. Project Spend (see Item E2)</p> <p>Forecasting a £20k end of year surplus. If outstanding BID Levy is paid this could improve the bottom-line by up to £150k. Due to COVID it is difficult to predict how much of the outstanding debt will be recovered. However, we have achieved 85% collection rate for the current year, which is what we budgeted for.</p> <p><b>ACTION 06: Board approved budget</b></p> <p><b>F. 2021 – 2022 Budget Setting (see Item F)</b></p> <p>Steve Sawyer gave an overview presentation of 2022 – 23 (Year 5) Budget for approval.</p>	<p><b>The Board approved RPD as BID auditors</b></p> <p><b>The Board approved the budget position</b></p> <p><b>Board to attend</b></p>

<p>Working assumption is that the core services the BID provides will continue to be delivered. Main changes include:</p> <p>Objective 3 –Micro parks. 4 have been completed and another 1-2 will be delivered in the next year. Steve Sawyer advised a photo call at Gatwick Road micro park site has been booked and asked for any available Board members to attend 10<sup>th</sup> January 2022 at 10.15.</p> <p>Martha Burnige advised she can arrange for a couple of pupils to be present.</p> <p>Steve mentioned to the Board that a few local businesses have been inspired by the development of the microparks and have made contact with the BID for support with the design phase, which the BID is helping with.</p> <p>Objective 4 Manage and maintain – additional maintenance will be ready for new financial year ,which increases the costs for this service area.</p> <p>The Board discussed the Easit partnership and Martha Burnige mentioned that the Easit meetings have not been running and asked how do we evaluate how successful the partnership is?</p> <p>Steve Sawyer advised that this is still a valuable partnership albeit the current situation has impacted on public transport usage. The value of easit is judged by the number of Manor Royal business members and the number of easit cards in circulation, which in a normal year is in excess of 10,000. The value of the easit partnership was discussed in the context of promoting active travel. BID team to confirm when the Easit meetings will be recommencing and feedback to the Board.</p> <p>Tim Rose advised that he feels that Easit offers so much benefit to their staff and they Elekta team could do more to promote it to their staff.</p> <p>Patrick Heath-Lay added that the partnership also supports the importance of the super hubs and encouraging staff onto public transport He feels B&amp;CE also need to publicise this more with their teams.</p> <p><b>ACTION 07:</b> The Board approved the draft budget for 2022/23 (Year 5)</p>	<p><b>Gatwick Road Micropark photo call 10/1/22 at 10.15</b></p> <p><b>The BID team to confirm when Easit meetings recommencing</b></p> <p><b>The Board approved the draft budget for 2022/23 (Year 5)</b></p>
<p><b>3. Since last time (See Item D)</b> A summary of the main updates and changes on BID delivery and projects since last time.</p> <p>Superhub – 7 responses (really good – 3 that stand out) will bring this back to the group once the responses have been assessed. Subject to the outcome of the selection process funding will need to be approved by the Crawley Growth Programme Growth Board.</p> <p>Peter Smith highlighted the impact making the superhub bus stops more attractive will have on getting people to use public transport.</p> <p>Yvonne Taylor asked if the superhub will apply to all bus stops. Steve advised that set locations have been identified, so not everyone bus stop will be a superhub.</p> <p>Steve went on to discuss the Projects Pack, and the first draft is expected Jan 22.</p> <p>Steve advised that Tim Rose (Elekta) has been appointed as new chair of ReEnergise Manor Royal Group. The first draft for funding is in, so watch this space. Tim advised that Sustainability is top of Elekta’s priority which is why he wanted to drive this forward. He noted that the Local energy partnership in Brighton would be worth a</p>	

	<p>visit for best practice. Tim noted the importance of how the revenue is funded.</p> <p>Steve Sawyer advised that Bio regional are the company the BID is looking to use to assess the potential for making Manor Royal a more sustainable business park. They have worked with a number of other BID's and provided a proposal which arrived yesterday (9.12.21) so will share with Board after the meeting.</p> <p>Tim Rose highlighted the need to look at quick wins then address the long term needs to build into the BID strategy.</p> <p>Trevor Williams gave thanks to the BID team for putting on MRM and the Christmas event, which was well attended and very successful in raising money for charity.</p> <p>Steve Sawyer went on to thank Elekta for hosting, and summarised the key events coming up next year including:</p> <ul style="list-style-type: none"> <li>• Know Your Neighbour 2022 is scheduled for 18 May at The Hawth Theatre, promotion will start in January</li> <li>• Possibility of a Careers and Jobs Show being discussed. Tim Rose asked whether this will be STEM focussed?</li> <li>• Next issue of Manor Royal News due February 2022, to include Business Survey.</li> <li>• Website launched, including new Business Directory and Property Search facility.</li> <li>• Gratitude Scheme with Crawley Town FC and Crawley Observer "From the Manor" Column working well – open to all perspectives from MR companies and supporter. The council are open to the supporters.</li> <li>• Digital signs: some advertising has been sold but still slow. Distribution of surplus still needs to be agreed.</li> </ul> <p>Yvonne Taylor asked who was conducting the Survey and advised that PPL Insights can support. Steve Sawyer advised that the BID want to explore all options of delivering the survey as we need to reach out to everyone.</p> <p><b>ACTION 04: The Board noted progress and updates</b></p>	<p><b>BioRegional Brief to be distributed to the Board.</b></p>
<p><b>4.</b></p>	<p><b>Around the Manor (see Item G)</b></p> <p>Update on strategic issues impacting Manor Royal.</p> <p>A discussion around Water Neutrality took place that was severely impacting the ability to secure and deliver development interest in Manor Royal and potential limiting investment interest and business growth. To date the BID is still awaiting a meaningful response from Crawley BC.</p> <p>Peter Smith advised that Crawley BC have managed to start to find a way to approve householder applications. However the LPA need a process in place to quantify and validate the rating on water neutrality. Peter advised that Crawley BC have written to all 4 MP's including Henry Smith MP for Crawley.</p> <p>Steve Sawyer advised that the BID has written to the MP to open up a dialogue and welcomes the opportunity to have a conversation with Crawley, particularly in view of the Council's own consultants and planning officers referencing the role the BID could play in assisting. As it stood developers were confused and the communication has not been good.</p> <p>A discussion took place around the challenges this has presented and the impact this is having on development on Manor Royal now and in the future.</p>	

	<p>Peter Smith said he would refer this to officers in response to the BIDs willingness to help, which might include speaking with the consultants and facilitating discussions with developers as set out in the BID's letter to the Council.</p> <p><b>Gatwick Airport:</b> BID response to Northern Runway Project (airport expansion) submitted and published online.</p> <p><b>Parking Management Plan:</b> In response to issues emerging in some parts of Manor Royal related to airport parking, delivery vehicle parking and other parking related issues, the intention is to undertake an informal consultation on the introduction of a parking permit scheme. The informal consultation is likely to start Feb 2022.</p> <p><b>ACTION 08:</b> Strategic issues noted</p>	
5.	<p><b>AOB</b></p> <p>Martha and Patrick, both thanked the Board for welcoming them to be part of the meeting.</p> <p>Steve Sawyer asked how the Board would like future meetings to take place. Trevor Williams advised he prefer face to face but a mix could be better. Yvonne Taylor also would prefer face to face also.</p> <p>Face to face assumption and see how things go and government guidance.</p> <p>Patrick mentioned that B&amp;CE are looking into volunteering days for staff. Steve Sawyer mentioned the relationship we have with SWT and the local businesses that have been involved with getting staff out volunteering with them.</p>	<p><b>The BID to send Patrick the SWT volunteering information.</b></p>

**All business having been completed the meeting was CLOSED at 13.15.**