

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (BonCulina) (Vice-Chair), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Tim Rose (Elekta), Paul Searle (P&H Motorcycles), Yvonne Taylor (PPL Insights), Chris Oxlade (MRBD Limited), Tony Maynard (CGG), Clare Silva (MRBD Limited), Clem Smith (Crawley Borough Council, Nick Burrell (WSCC), Cllr Bob Lanzer (WSCC).

Apologies: Marie Ovenden (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Markus Wood (Avensys).

Meeting outcome	Action / outcomes
<p>1. Welcome Trevor Williams welcomed everyone to the meeting. He asked the Board to approve the minutes from the previous meeting which was agreed.</p> <p>ACTION 01: Minutes from 05 March 2021 were approved by the Board</p>	<p>Board approved the minutes from 05 March 2021 meeting.</p>
<p>2. BID 3 Planning Session</p> <p>Steve Sawyer advised the Board that the purpose of the meeting was to discuss the potential for BID3 the headline content, direction and deliverables for the next BID Business Plan (2023-28). Steve shared a presentation.</p> <p>Steve highlighted that the BID has nearly 9 years of experience now and good level of understanding of issues and priorities that BID levy payers need. Covid posed a whole new challenge that will be factored into the strategic planning.</p> <p>The meeting today will be looking at the business plan, informed by the operations plan which we will share back after this meeting.</p> <p>Steve advised that this is the first iteration, and the BID will sense check with the board welcoming comments and feedback.</p> <p>Yvonne suggested that when conducting market research, it is best to avoid Christmas and advised either to start when people back into the office in Nov or early 2022.</p> <p>ACTION 02: Operations plan to be shared with the Board</p>	<p>Operations plan to be shared with the Board</p>
<p>3. Steve Sawyer posed 3 questions to the Board.</p> <p>Q1. Do you think we should pursue a third term for Manor Royal BID? Why? Q2. What do you think of the current ideas for BID3? Q3. Are we missing anything at this stage?</p> <p>This opened up a number of responses.</p> <p>Yvonne Taylor advised the Board that she is definitely supportive and can see the impact and makes a better place to work. People are more likely to want to come to work at Manor Royal if it has good facilities and looks nice.</p> <p>Michael Deacon Jackson highlighted that the 3rd term will coincide with the change of need from office space into more shed, and the BID will have a finger in that pie.</p> <p>Trevor Williams said he agreed.</p>	

	<p>Peter Smith mentioned that he certainly supports a renewal as the BID gives a strong and informed voice for the area with Local authority and County Council. He highlighted that the BID are tremendously good at securing funding which benefits the area.</p> <p>Tony Maynard said that as you drive into the business district, the difference is immense to how Manor Royal previously looked prior to the BID. The work that has been done has been fantastic.</p> <p>Tim Rose told the Board that 70 new employees all said they like the look of the estate and environment. Looking at what people want – the look and quality of environment is hugely important.</p> <p>Keith Pordum advised that he feels the BID is a force for good over the years. The condition of the roads and first impressions are especially important. The issues with Potholes are a disgrace and will work against us. State of the roads are a fundamental thing.</p> <p>Trevor Williams said he is also in agreement with what has been said. Most important impact BID has apart from physical things is the strength of influence which is growing year on year. Crucially important and vital that this continues.</p> <p>Yvonne Taylor said that this is 100% due to Steve and his dedication.</p> <p>Steve Sawyer continued with the presentation.</p>	
<p>3.</p>	<p>Vision and purpose</p> <p>Steve spoke about the BID Levy and advised that this is set at 1% and there is no plan for this to increase.</p> <p>Tim Rose asked whether with the BID Levy fee, could rise after year 1? Steve Sawyer advised that this can't due to BID regulations and the fee having to be set at the beginning of the Bid term, for the duration of that term.</p> <p>Cllr Bob Lanzer advised that a 1% fee send a very powerful message.</p> <p>Steve went on to advise that with the funds secured through the Crawley Towns Fund and Crawley Growth Programme, the bulk of capital investment has been accounted for. The BID will hold responsibility to look after what is built so we will have a package of working with the local council for capital.</p> <p>This will result in the BID's funds being moved into service area's objective 4 manage and maintain and deal with the issues that detract from the good stuff!</p> <p>Michael Deacon Jackson said "you've hit the nail on the head. If a place looks smart and looked after people will treat it better"</p> <p>Yvonne Taylor agreed that cosmetic things make the difference.</p> <p>Steve advised that the BID has several maintenance quotes and requested the support of the board members to go through them. Tim Rose advised he is happy to help.</p> <p>Steve highlighted that the emerging theme is a sustainable and people led approach.</p>	

	<p>We do already do a lot in this space – we just don't call it that. Improving the place for the people.</p> <p>Steve Sawyer asked the Board should we be more explicit about how we are making Manor Royal sustainable. Should we make more of this?</p> <p>Yvonne Taylor “Yes key for clients”</p> <p>Cllr Bob Lanzer advised that as well as company enterprises also good for them to say they're in sustainable.</p> <p>Tim Rose added “for companies of size it is especially important. Elekta has carbon footprint targets of zero waste to landfill. We are using 100% green gas supply. Companies are looking at sustainability of the park we're situated. You're right – we're doing this, we just need to shout about it”.</p> <p>Tony Maynard advised that CGG are exactly the same as Elekta. Sustainability is top of the agenda.</p> <p>Tim Rose mentioned the importance of also linking in of our supply chain being local, to utilise local resources.</p> <p>Tony Maynard added that CGG use local produce, no plastic etc at CGG.</p> <p>Trevor Williams highlighted that “clearly businesses driving in this direction, so the BID needs to be aligned”.</p> <p>Steve Sawyer continued with the presentation and addressed aspirations for future.</p> <p>WHAT DO YOU THINK ABOUT THE IDEAS?</p> <p>Paul Searle mentioned that on green side and renewable energy, he feels it is hard to access solar, getting companies to quote on. Are there any support/grants available? He advised it would be nice to have renewable energy generated on site.</p> <p>Steve Sawyer advised that there is a £10k grant available that the BID can send details through.</p> <p>Trevor Williams added that is any additional comments to please feedback to Steve and the BID team.</p>	<p>The BID to send details to Paul on sustainability grants available.</p> <p>Any additional comments on sustainability, please send to the BID office.</p>
<p>4.</p>	<p>AOB</p> <p>Yvonne Taylor highlighted an additional area for the survey to focus on -diversity women/ethnic collect business ownership.</p> <p>Nick Burrell advised that in terms of the roads, he can pick up with highways.</p> <p>He went on to mentioned that there is a Growth deal refresh, so these ideas will go hand in hand with this refresh. Nick will communicate this in the later part of the summer.</p> <p>Steve Sawyer advised the BID team will share Operations Plan</p> <p>Nominations required to form a support group to review maintenance tenders, please contact the BID office if you can help.</p>	<p>The BID team to share the Operations Plan to the Board.</p> <p>Please contact the BID</p>

	Tim Rose offered to host at Elekta. Steve thanked him for this offer.	office if you can help to review maintenance tenders.
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All business having been completed the meeting was CLOSED at 10.30