

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Michael Deacon-Jackson (FTD Johns) – joined on Zoom, Cllr Peter Smith (Crawley Borough Council), Tim Rose (Elekta), 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), Clem Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles).

Apologies: Trevor Williams (Thales UK) (Chair), Tony Maynard (CGG), Markus Wood (Avensys), Marie Ovenden (WSCC), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group).

Meeting outcome	Action / outcomes
<p>1 Welcome</p> <p>Steve welcomed the Board and gave apologies for Trevor who was unable to join the meeting due to last minutes conflicting business priorities.</p> <p>Steve asked the Board to approve the minutes from the previous meeting held 10 December 2021.</p> <p>ACTION 01: Minutes were approved by the Board</p>	<p>The Board approved the minutes from 10 December 2021</p>
<p>2. Finance (and Projects) Now</p> <p>Steve Sawyer noted the current budget position as set out in the Board Report and highlighted that the collection to date is better than the predicted covid budget at 87.8% with £58,394 outstanding.</p> <p>Paul Searle asked whether collection is being pushed?</p> <p>Steve Sayer advised that the final reminders have gone out and the BID has received a few claims of hardship.</p> <p>Michael Deacon – Jackson asked whether the list of those who have claimed hardship can be circulated so the Board can advise whether they know the business and if they can support to get to the right person.</p> <p>Patrick Heath-Lay asked whether this was a critical time with the budget, so we know what we will be able to commit to with extra projects?</p> <p>Steve Sawyer explained that in a normal BID year the bills are sent in April and businesses have 30 days to pay them. In the first financial quarter the majority of levy rates will have been collected, allowing the BID to plan with certainty, based on actual income. This didn't happen during the pandemic when collection was relaxed to support businesses at a time of need.</p> <p>ACTION 02: The Board noted the budget position</p>	<p>The Board noted the budget position</p>
<p>3. Budget Next (Year 5, 2022-23)</p> <p>Steve gave an overview of the budget 2022-23. The Board were advised this had previously been approved by the Board and the update was just a reminder.</p> <p>ACTION 03: None. Previously approved. This is a reminder only.</p>	
<p>4. Now and next</p> <p>Steve Sawyer gave an overview of all the projects that currently underway and those in the pipeline. Main projects highlighted included:</p> <p>The Base Micropark – initial designs have been submitted for planning approval and works should start in June and the site complete in September 2022.</p> <p>Superhub Bus Stop – market test. Trueform have been selected to work with the BID to the next design stage. Plus, developments at Churchill Court, The Base, The Office</p>	

	<p>and Faraday Road – all through planning. Other developments are facing issues with water neutrality.</p> <p>The BID Survey is out and seeing returns coming through. All Board members are encouraged to complete this HERE</p> <p>Please see Board report for full details.</p> <p>ACTION 04: the Board noted the activity</p>	<p>The Board noted the activity</p>
<p>5.</p>	<p>Working towards a sustainable Manor Royal & Local Energy Community (LEC)</p> <p>Steve Sawyer gave an overview of the plan to create a sustainable future for Manor Royal, and whether this should be an overarching principle or a principle in its own right.</p> <p>Peter Smith asked whether the BID will be joining up with other initiatives across the town such as the Tech Centre at the College? He went on to say there was a lot of potential business opportunities.</p> <p>Steve responded that the focus will be on Manor Royal, however there will be many synergies and the BID will be encouraging stakeholder interviews to ensure an exchange of information. Steve advised Peter that the BID would be interested in any suggestions of who we should be talking to.</p> <p>Tim Rose advised that the next LEC meeting is taking place 31 March. Then the consultation is going out early April and they have an ambitious plan to have the first solar panel on a business roof by April 2023.</p> <p>Martha Burnige said she felt it was good to have an ambitious delivery date.</p> <p>A general discussion took place around the benefit this will bring to the area and Rob Lanzer advised that this will better position Crawley for the future.</p> <p>Steve Sawyer also added that this has not been done on a business park before, only in a residential setting, so Manor Royal are ahead of the game.</p> <p>Martha Burnige asked whether levy payers or all members will be able to access or will the need to apply?</p> <p>Tim Rose advised that capital funds will be made available and will be additional to the levy.</p> <p>Steve Sawyer highlighted that the LEC will make it easier for businesses to engage with making their business more sustainable, it will be cheaper to access green infrastructure and easier to manage.</p> <p>The LEC will be looking for demonstrator projects so please do let the BID know if you are thinking about undertaking one</p>	<p>10.42 Clem Smith joined the meeting</p> <p>Please contact the BID with any demonstrator projects</p>
<p>6.</p>	<p>BID 3 - Strategy & Renewal</p> <p>Steve Sawyer gave a detailed overview of the BID renewal process and planning, advising that the BID has the British BID's support to sense check the renewal planning to ensure we are on the right track.</p> <p>Steve gave the Board an insight into how Manor Royal BID compares to other BIDs across the UK for levy rates, number of hereditaments, thresholds and caps. Manor Royal BID falls in the lower end, please see the Board Report for full details.</p> <p>The Board discussed whether an increase of levy rates from the current 1 % to 1.2 or 1.5% would be beneficial. The majority felt an increase in some form was needed, to keep up with rising costs and inflation.</p> <p>Steve also pointed out that a separate inflation increase can be applied year on year, should the Board agree.</p> <p>Steve went on to present the draft budget and explained that this doesn't yet include rates from the new units. Many of these will drop into the new rates list and we are likely to see an increase in levy rates as a result.</p>	

<p>Steve advised that although not mandatory, it is ethical to pin levy rates to the business rating list. This is what has been done in past and can see no reason to change it.</p> <p>Michael Deacon–Jackson said he feels this is the right thing to do as when business rates go up, this is outside the BIDs control.</p> <p>A discussion took place around price increases across the board from recruitment, employee wages, goods, services and supply chain. Paul Searle highlighted costs are only going to rise further and the BID needs to in line with this. Paul said he feels the BID has a good level of engagement with Manor Royal companies which will help</p> <p>Tim Rose added he felt a levy rate increase of 1.2% and a cap increase to £4.5k would be a good combination.</p> <p>Bob Lanzer wanted to float the idea of a 1.1% increase not 1.2%</p> <p>Patrick Heath-Lay asked Steve to clarify whether the levy rate could be set on an escalating scale over the next 5 years. Steve advised it cannot, it has to be fixed for the 5 year BID term duration.</p> <p>Patrick Heath-Lay added that he felt that the BID has a phenomenally good story which needs to be conveyed so businesses understand what they are getting. He went on to say, he felt an increase needs to happen and a combination of both an increase of the cap and the rate, based on what we need to generate. What a good story that it has stayed the same for 10 years.</p> <p>Yvonne Taylor pointed out the impact this could have on the smaller businesses.</p> <p>Tim Rose said this would be a manageable know rise.</p> <p>Paul Searle asked for a list of companies who would be affected by the cap if this were to be increased? The BID can provide this.</p> <p>Patrick Heath-Lay asked when the rates and cap needed to be decided. Steve Sawyer advised by August 2022. A second consultation would check how comfortable this feels, followed by a final sign off by the Board. Yvonne Taylor added by August things might not feel so bad.</p> <p>Michael Deacon- Jackson advised that he feels a levy rate increase to 1.2% and a levy cap increase to 4k would be his preferred option. He also went on to ask whether the BID can demonstrate how much additional funding can be leveraged? Any examples of what we can grow this money into?</p> <p>Steve sawyer responded to say, the Towns Fund is a prime example of how the BID has leveraged funds, and made the levy go further. We can demonstrate this more than ever for this BID term. Steve advised he will look at the data for this BID term and compare to the last BID term. This will be shared with the Board.</p> <p>A discussion took place around the inflation rule and Steve advised that the BID recommends that we keep this rule in. This can be the RPI or a set % whichever is greater.</p> <p>Steve went on to discuss the top levy payers and that BID know the majority of the businesses, however we may need to seek support from the Board. Michael Deacon-Jackson advised that he would be happy to open doors to contacts.</p> <p>Clem Smith mentioned that there is a lot of development of space on Manor Royal and change of use from office to industrial, has this impact been factored in? Steve Sawyer advised that relationships have been build with the developers so they</p>	<p>The BID to provide a list of companies who would be affected by a cap rise.</p> <p>The BID to provide a comparison of leveraged funds; BID 2 and BID 3</p>
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	<p>are aware of the BID and can feed this to their tenants. It is hard to estimate the impact of the levy based on the change of use from office to industrial. Only when they fall into the rates data, can we be sure.</p> <p>Steve Sawyer highlighted that a real positive is that due to the low ley cap and levy rates on Manor Royal, there is no one company who is a threat to the success of the BID, unlike other BID areas who have much a much higher cap.</p> <p>Patrick Heath-Lay advised he was keen to know how the Board can support the BID.</p> <p>Yvonne Taylor suggested that the renewal information could be advertised on the digital screens. Steve advised that the digital signs will be utilised through the campaign.</p> <p>The Board discussed these below actions but no decisions were made: ACTION 05: Are we happy with the proposed BID area? ACTION 06: Should we adjust the CAP or Levy Rate? ACTION 07: Is there anything missing at this stage</p>	
7.	<p>AOB:</p> <p>Martha Burnige advised that the consultation for the new school crossing on Gatwick Road has started for 3 weeks. The aim is a summer install. The BID has supported this.</p> <p>Steve gave a reminder for the Board to please complete the BID Survey HERE</p> <p>Event reminders: FREE Seminar, Building a Mentally Healthy Workplace – 9 May 2022 (on zoom) Know Your Neighbour, The Hawth theatre – 18 May 2022 Manor Royal Six-a-side Football Tournament 15 June 2022 Charity Zumba, Elekta – 22 June 2022 All events can be Booked HERE</p>	

All business having been completed the meeting was CLOSED at 11.30