

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Michael Deacon-Jackson (FTD Johns) Cllr Atif Nawaz (Crawley Borough Council), Tim Rose (Elekta), Clare Silva (MRBD Limited), Chris Oxlade (MRBD Limited), Yvonne Taylor (PPL Insights) (Vice Chair), Martha Burnige (Gatwick School), Patrick Heath-Lay (B&CE), Clem Smith (Crawley Borough Council), Paul Searle (P&H Motorcycles), Marie Ovenden (WSCC)

Apologies: Trevor Williams (Thales UK) (Chair), Tony Maynard (CGG), Markus Wood (Avensys), Nick Burrell (WSCC), Julie Kapsalis (Coast-to-Capital LEP), Cllr Bob Lanzer (WSCC)

Meeting outcome	Action / outcomes
<p>Welcome</p> <p>Steve welcomed the Board and gave apologies for Trevor who was unable to join the meeting. Cllr Atif Nawaz was welcomed to the meeting.</p> <p>Steve advised the Board that the actions from the previous meetings are still open for discussion and decision for today.</p> <p>Steve asked the Board to approve the minutes from the previous meeting held 04 March 22. Yvonne approved the minutes as Vice Chair.</p> <p>ACTION 01: Minutes were approved by the Board</p>	<p>The Board approved the minutes from 04 March 2022</p>
<p>1. Finance (and Projects) Now</p> <p>Steve sawyer advised the Board that we have restarted normal BID Levy collection, 50% collected to date.</p> <p>Steve updated the Board that the Towns Fund money for BID projects has been approved.</p> <p>Clem Smith (CBC) added that the BIDs Towns Fund allocation has been confirmed and passed by government assessment. The first instalment should be received end of June. Clem will confirm when this has been received.</p> <p>ACTION 02: The budget position was noted by the Board</p>	<p>The Board noted the budget position</p>
<p>2. Projects and services</p> <p>Steve gave an overview of the current projects and services, highlighting 2 specific areas:</p> <p>The projects pack – noting that this is the most ambitious one so far</p> <p>Superhubs - second concept design for superhub with Trueform has been received and is true to the concept design in the projects pack.</p>	
<p>3. BID Renewal Planning</p> <p>Steve Sawyer presented the renewal programme to the Board</p> <p>Cllr Atif Nawaz – asked whether the ballot is a simple question as to whether the business wants to keep the BID?</p> <p>In summary, yes. Steve Sawyer explained that there is one vote per qualifying property, not per business, so some businesses could have more than one vote based on number of properties they are responsible for. Two conditions need to be satisfied: (1) The number of votes needs to be more than 50% and (2) the aggregate of the rateable value of those voting yes also needs to be more than 50%. Only if both conditions are satisfied can the BID go ahead or continue.</p> <p>Steve gave an example of Crawley Borough Council who has properties on Manor Royal and as a result have several votes.</p>	<p>The Board approved the renewal planning programme</p>

	ACTION 03: Approve Renewal programme	
5.	<p>Manor Royal BID Draft Plan 2023 -28</p> <p>Survey shows us most businesses are happy with the BID and want it to continue. Looking at the issues identified as priorities, the BID Team is confident that they are delivering projects and services that address most if not all the issues identified. There is less certainty about how Broadband is being addressed and the solution to parking issues remains contentious, although a lot of work has been invested into finding a solution.</p> <p>Sustainability is high on the agenda, and as a result Sustain and Renew is proposed as a new BID objective.</p> <p>Steve advised the proposed new levy rate: 1.1% with a £4k cap and £12,000 rateable value threshold (the point at which properties become liable to pay the BID Levy at 1.1%) , will give an £70k extra to deliver what the BID needs. However, the budget remains tight with little financial headroom, although the BID is anticipating attracting significant funds from other sources (e.g. the Towns Find) to supplement the BID Levy revenue.</p> <p>Sawyer noted that Michael Deacon Jackson asked the question in the last Board meeting ‘what money has the BID been able to leverage in?’ Steve Sawyer advised that: 2013-18 – 35 % (£1.04m) other funds leveraged in 2018-23 - 37% (£1.51m) other funds leveraged in 2023-28 - 46% (£2.45m) other funds anticipated to be leveraged in, depending on BID renewal</p> <p>Clem Smith advised that the government have also approved funding for Re-Energise.</p> <p>Are we happy with the proposed BID area? The BID area will more or less remain the same with some minor expansion to the north to encompass Jersey farm site and the Aberdeen development site at the Hydehurst Lane. Steve asked the Board whether they are comfortable to include these in the BID area?</p> <p>Issues with Gatwick safeguarding land. Clem Smith advised that currently Hydehurst Lane is not in the safeguarded land area. Steve flagged that Gatwick Airport want to extend the safeguarding area, that included a recent objection to a proposed development on the site of an existing building. This is problematic for Manor Royal.</p> <p>Variation, Inflation and Revaluation Steve Sawyer advised that there is a Variation Policy – that gives the Board discretion to spend funds on different things within the business plan, as and when a need arises as long as decisions made remain in line with the objectives of the business plan.</p> <p>Any significant changes that materially change the business plan that businesses vote for would need a re-ballot.</p> <p>Inflation rule: The existing Business Plan allows the Board to increase levy bills to take account of inflation. While the Board had never applied any increase for inflation it was important to retain that option however unlikely it was to actually use it to guard against the uncertainty over rising costs</p> <p>Michael Deacon Jackson asked whether that is set at a date or over the year?</p>	

Tim Rose (Elekta) advised that it would be set at February.
Communicate that we've not implemented the inflation rule, but it needs to be included as precautionary measure to protect the BID.

Clem Smith asked whether this should be RPI over CPI?
RPI higher includes domestic rates so CPI maybe more relevant.

Steve Sawyer asked the Board which would they prefer?
Michael Deacon Jackson advised that it need to be clean as possible.

Tim Rose noted that we wouldn't willingly go to the highest rate and advised that Elekta are doing the same to protect the value of the business.
Yvonne added that as the BID is optional, we need to be careful.
Atif Nawaz mentioned that it could be a positive message if the BID capped at a lower level.
Patrick (B&CE) mentioned that CPI favoured as more appropriate. He also noted that talking about a cap makes it more a reality and advised to avoid putting a cap as that makes it feel more likely that it will be implemented (when it reality it never has been). Good messages to say we haven't had to do this despite having the ability to so if needed.

Steve summarised the Board decision, CPI over RPI, no cap but discretion for the board to increase in line with CPI.

Rateable values revaluation:

Steve Sawyer advised that the BID has taken the decision to stick to the 2017 valuation rates. The ballot takes place before the rates are updated (April 2023), so the rates would be an unknown figure for the BID and for businesses at the point at which they are voting.

Michael Deacon Jackson advised that this is a good message as when voting the rate will be known and no surprises.

Patrick Heath-Lay also agreed that this is the right thing to do. However, will this cause challenges when getting to renewal 2028 onwards?

Steve Sawyer noted Patrick's comment, and asked the Board whether they were in agreement to stick to the 2017 valuation rates

Yvonne Taylor gave the Board's agreement.

ACTION 04: The Board approved the rules, including; area, levy rate, Cap, Threshold, Variation, Inflation and Revaluation

BID 3 The Business Plan content:

Steve gave an overview of the plan and the branding to incorporate the 5 objectives, to include sustainability in its own right as a new objective.

Tim Rose asked whether the BID can we use the term 'Sustainability' over *Sustain and Renew* as that's the key message?

Steve advised from branding point it doesn't sound right with other 4 objectives.

Tim Rose agreed.

Steve Sawyer went on to present the BID 3 Business Plan.

Paul Searle (P&H Motors) highlighted the photo icon section, saying that it is really important to tell people what the BID has done, and visuals are impactful in telling this story.

Michael Deacon Jackson noted that the visual slide is enormously powerful. Too many words you switch off.

Patrick Heath-Lay also supported this saying "you make the connection with visuals"
Paul Searle also noted that this will show people what the BID has achieved as many people don't always realise the BID were the ones responsible for those

The Board agreed an inflation rule of CPI over RPI

The Board approved the rules, including; area, levy rate, Cap, Threshold, Variation, Inflation and Revaluation

	<p>improvements delivered in Manor Royal.</p> <p>Sustainability</p> <p>Steve gave an overview of the one planet living framework used by Bio Regional to assess Manor Royal where a RAG (Red / Amber / Green) rating is applied using the 10 criteria covering different aspects of sustainability</p> <p>Although none of the ratings are green, we are making good progress, with achievable opportunities to make a huge impact. The BID will prioritise where the biggest impacts can be made and where we have the ability to “own” the action and outcome (over dependence on other organisations/bodies).</p> <p>Tim Rose supported this saying that this is a really good piece of work and very helpful to have a benchmark to show the BID is doing something in all the areas.</p> <p>Paul Searle mentioned that people want to see things being done. Frustrations around whether the government are making actions, but the BID can show its impact.</p> <p>Steve Sawyer noted that businesses are asking for any support for solar/EV points etc. Not had these questions before.</p> <p>Michael Deacon Jackson noted that landlord are generally pro EV points however where offices share the area, there are issues with where electricity comes from.</p> <p>Tim Rose commented that this is where we can drive in some wins through the Local Energy Community (LEC) concept for Manor Royal, and landlord sign off so tenants can move forward.</p> <p>Steve Sawyer mentioned that this shows why we need demonstrators to prove how this can work in practice.</p> <p>Clem Smith noted that water neutrality issues are not going away. A programme of offsetting could allow new developments to come forward. The BID could have a role in facilitating corporation between landlords.</p> <p>Tim Rose noted the issues with costs and maintenance of harvesting water and the pipe works, advising that this is very challenging.</p> <p>Paul Searle mentioned that retrofitting an old building is difficult but new builds easier.</p> <p>Steve sawyer noted that what the BID can do is limited but we will support in any way we can and was willing to work with the Council land developers to help new development come forward in Manor Royal.</p> <p>Steve summarised and highlighted the action plan</p> <p>ACTION 06: The Boards comments on emerging action plan were noted</p> <p>ACTION 07: Progress towards prospectus launch noted</p> <p>Move it:</p> <p>The “Move it” initiative is an active travel behavioural change programme focussed on supporting businesses and staff to transition to more sustainable modes of travel and help that save money, as well as bringing about positive carbon footprint outcomes. This to be funded as part of the Crawley Growth Programme and delivered via the BID to complement the physical infrastructure improvements currently being delivered. Confirmation of the funding is expected imminently.</p> <p>ACTION 08: The Board approved the proposal to launch Manor Royal ‘Move it’ initiative once funding becomes available.</p>	<p>The Boards comments on action plan were noted</p> <p>Progress towards prospectus launch noted</p> <p>The Board approved the proposal to launch Manor Royal ‘Move it’ initiative</p>
5.	<p>Parking Management Plan</p> <p>Steve gave an overview of the Parking Management Plan (PMP) proposal, a commercial parking permit scheme in for Manor Royal.</p>	

	<p>Michael Deacon Jackson asked would it cost anything to the BID? Steve advised that it wouldn't, only the cost of permits which would be applicable to any business wanting to park on the public highway in Manor Royal.</p> <p>Clem Smith advised that this is an ongoing conversation with the Borough</p> <p>Tim Rose noted that 40% of those surveyed identified this as being an issue, so feels it is very important to find a solution. He also noted the issue of safety with van parking so close to the junction that it is an accident waiting to happen.</p> <p>Marie Ovenden advised that there is a lot of emotion towards the PMP. The parking Management forms part of Crawley Growth programme and is getting close to being completed. Marie advised there could do some more local solutions – eg new lines to improve safety. Then reconsider the full plan once the ballot has been secured.</p> <p>Marie also advised that the <i>Move It</i> role, could also help with this issue.</p> <p>Yvonne Taylor (PPL) noted that timing is important as parking is divisive. An overspill of residents parking into Manor Royal when they have parking restrictions in place, could be a massive issue.</p> <p>Also, a busier Gatwick Airport combined with residents parking restrictions is likely to create more issues on Manor Royal and the attitude might change to initiating more controlled parking.</p> <p>Marie-Ovenden advised that more yellow lines could be an interim measure.</p> <p>Atif Nawaz asked the group, that with hybrid working, are things different now staff not always in the office, and is airport parking an issue?</p> <p>Paul Searle advised that it is not an issue for them now, that has gone but it is very busy generally to park on Manor Royal.</p> <p>Steve Sawyer advised that there are a mix of issues, and a holistic approach needed. Wait and see what a busier Gatwick will do and, in the meantime, fixing safety issues, such as more yellow lines would be a good option. Concluding that the timing is not right.</p> <p>ACTION 09: The Board agreed to hold off moving to next stage of the PMP (see separate paper: Briefing Note 01)</p>	<p>The Board agreed to hold off moving to next stage of the PMP</p>
<p>7.</p>	<p>AOB:</p> <p>Tim Rose gave an overview of Elekta's plan for Linac House, Aberdeen Standard. Revised lease, knock down and rebuild a new facility.</p> <p><u>Event reminders:</u></p> <p>Shared Success – date in October to be confirmed</p> <p>People Conference, 29 September at the Holiday Inn, Gatwick worth. To book https://www.eventbrite.co.uk/e/344679143597</p> <p>Manor Royal Matters, 10 November at the Sandman Signature. To book https://www.eventbrite.co.uk/e/344690587827</p>	