

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), Peter Smith (Crawley Borough Council), Tim Rose (Elekta), Yvonne Taylor (PPL Insights), Jeremy Taylor (The Company Connector), Paul Seale (P & H Motorcycles), Oliver Ellingham (Lok'nStore), Mel Mehmet (easitNETWORK), Steve Pullen (Varian), Jack Bedell-Pearce (4D Data Centres Ltd), Clem Smith (Crawley Borough Council), Suzanne Holloway (Vail Williams), Paul Mcconalogue (Natwest), Bob Lanzer (WSCC), Martha Burnige (The Gatwick School), Trevor Williams (Thales UK).

Apologies:

John Trigg (Freedom Works), Samantha Jackson (Welland Medical), Mike Harris (Harwoods Jaguar Land Rover), Jonathan Green (Virgin Atlantic Airways), Rachel Thomas (B&CE Benefit Schemes), Lynn Hainge (Crawley Borough Council), Jeremy Day (Doosan Power Systems), Alexandra Graham (The Gatwick School), Anthony Maynard (CGG), William Perks (Peter Perks Ltd), Ryan Page (Espresso Solutions), Marie Ovenden (WSCC), Nick Burrell (WSCC), Samuel Evans (Transvalair), Markus Wood (Avensys), Mark Curtis (Split Image Limited), Karen Robins (L3 Harris), Christopher Meeking (Avtura), Nicola Blake (Creative Funding Solutions Ltd), Julie Kapsalis (Chichester College Group).

Meeting outcome	Action / outcomes
<p>1 Welcome and Introductions</p> <p>Steve welcomed everyone to the meeting with a special mention to new member Christopher Meeking from Avtura joining the Management Group, who unfortunately was unable to join today.</p> <p>Steve advised that the moving forward he proposes that Towns Deal Board join the meetings as they have many synergies and is a more efficient use of time to combine. Steve asked the group is there were any objections? No objections made. Steve welcomed Suzanne Holloway (Vail Williams) to the meeting.</p> <p>Steve gave an overview of the Management Group meeting that took place 23 November and advised that the Crawley Growth Programme and Roadworks information were now on the BID website (www.manorroyal.org/cgp)</p> <p>ACTION 1: The minutes from 23 Nov 2021 were approved</p>	<p>The group agreed for reps from the Towns Fund to attend the meetings</p> <p>The minutes from 23 Nov 2022 were approved</p>
<p>2 Finance Now</p> <p>Steve gave an overview of the process and rules around the Manor Royal BID renewal. Steve welcomed input from the group.</p> <p>86.5% of 2020/21 levy income now been collected. Final remainders with court action for non-payment have been sent out. The remains open to conversations with those levy payers who face genuine hardship.</p> <p>Progress on projects – see full report for details.</p> <p>Steve noted that the Projects Pack is being developed, ready to share at Know Your Neighbour 18 May at the Hawth.</p> <p>Steve noted projects of interest including the Microparks, that have now inspired local businesses to also improve their spaces, and who have contacted the BID for support</p>	

<p>with the design stage.</p> <p>In future years it is anticipated that the parks would be funded by the Towns Deal fund with BID money funding the design stage to get to planning and then the BID maintaining park areas thereafter. This will ensure we have a good momentum from one project to the next. If any issue with the Towns Fund not coming through, funds will be sought from elsewhere.</p> <p>ACTION 2: The group noted the budget position</p> <p>Jeremy Taylor asked whether the caution concerning Towns Fund allocation was reason for concern.</p> <p>Steve Sawyer advised it was over caution on his part, and asked Clem Smith to give an update on the current funding position.</p> <p>Clem Smith advised that the process is as follows; the government have agreed the plans in principle. Approval is part of a formulation of a business case – Nigel Tidy and Clem Smith are providing consultation to Steve and the BID.</p> <p>This then goes to Council for due diligence then a full summary provided to Government once they have been through the full process. The Government then make any comments at that stage. However, the Government and Council have agreed this funding allocation and it has been ring fenced for the BID.</p>	<p>The group noted the budget position</p>
<p>3 Budget Next (Year 5, 2022-23)</p> <p>Steve Sawyer gave an overview of the budget for 22-23 as set out in the notes.</p> <p>ACTION 03: The group noted budget plans for 2022-23</p>	<p>The group noted budget plans for 2022-23</p>
<p>4 Around the Manor</p> <p>Steve Sawyer gave an update of activity around Manor Royal and highlighted several areas including:</p> <p>Microparks – the first 4 have now opened to the public</p> <p>Developments across MR – a lot of developments are going on. Water neutrality impacts number of developments. However, a number of other planning applications have now been approved, and Steve thanked the Council and Peter Smith for finding a way round this difficult issue.</p> <p>Parking Management Plan – MRBD to lead on informal consultation after 2-year break over pandemic.</p>	
<p>5 Up next</p> <p>Steve Sawyer gave an overview of projects coming up, highlighting the Superhub project to upgrade the bus shelters in key locations across Manor Royal. Steve showed the group 3 images of superhub options and asked the group for their initial thoughts:</p> <p>Jack Bedell-Pearce – have these all been used or new? Need something that will last, are easy to maintain and look good.</p> <p>Michael – agreed with that the solution had to be long lasting.</p> <p>Jeremy Taylor – advised he likes the idea of a solar roof and wind turbines to match the sustainability message. He asked whether the tech from last one can be deployed separately so we can mix and match? Jeremy suggested a company called New World that might be worth exploring https://newworldwind.com/en/wind-tree/</p> <p>Martha Burnige advised she wasn't keen on the look of the last one.</p>	

6	<p>Towns Fund latest</p> <p>Steve gave an overview of the Towns Fund as set out in the notes</p>	
7	<p>BID 3 – Strategy & Renewal</p> <p>Steve gave the group an overview of the BID renewal and strategy and advised that any decisions we make in next few months are what will be set over the next 5 year term of the BID, so it's important we get this right.</p> <p>Biggest difference is a reduction in directly from the BID towards capital projects, and maintenance taking more of the budget as the BID invests more in the upkeep of the parks and the area generally.</p> <p>Steve Sawyer noted some areas of the budget that need exploring including:</p> <ul style="list-style-type: none"> • Not much headroom – too tight? • Digital Signs – risk? • No allowance for action on sustainability • Capital allowance may not be enough • Inflation • Levy raising potential from new development • Ratings list fix <p>Oliver Ellingham said that the last point is very important that items are fixed so businesses can plan and know what they are expected to contribute for the duration of the BID, and that it won't change as a result of any future revaluation.</p> <p>Jeremy Taylor highlighted the Geographic area, asking whether the North part of Hydehurst Lane, Jersey Lane, Lowfield Heath/ City Place have been considered?</p> <p>Steve Sawyer advised that areas immediately to the north of Manor Royal (Jersey Farm and Hydehurst Lane) would be included as part of the BID area. However, Lowfield Heath is separated from Manor Royal by safeguarded land that makes including them difficult. City place is always a point of discussion but the working assumption is not to include City Place.</p> <p>Tim Rose advised that inflation is a considerable risk if we are on a fixed income when prices are rising.</p> <p>Steve Sawyer responded that the BID can write in an inflation rule whereby the BID can increase BID levy fees to a certain level as and when inflation increases.</p> <p>Jeremy Taylor agreed with the inflation contingency statement.</p> <p>Steve outlined the process. Survey is now open please complete!</p> <p>ACTION 05 – Sound about, right?</p>	
8	<p>Working towards a sustainable MR and Local Energy Community (LEC)</p> <p>Steve Sawyer advised that BioRegional have now been commissioned. Steve Sawyer outlined their work plan to develop and sustainability strategy and action plan, which starts in March 22. Brief and response available upon request.</p> <p>Efforts to develop a Local Energy Community (LEC) where MR businesses collaborate on a cooperative basis to make it easier and cheaper to invest, generate and benefit from renewable energy is supported by LECsea Funding, which has a firm timeline attached to the formation of the LEC. Steve noted that it had been a slow to start to a very complicated project but is moving quickly in right direction now with greater clarity about Governance with funding now attached.</p>	<p>Bio Regional brief and response available – contact BID office</p>

<p>There is also a call out for any company interested in becoming involved in the project and/or if there was interest in being involved as an early adopter of investment available for installing Solar PV on roofs of buildings.</p> <p>Bob Lanzer advised that he feels Sustainability should be an overarching theme on its own.</p> <p>Tim Rose added that he backs this up too and comes back to the local energy community. A draft plan has been pulled together. Time went on to give a big shout out to Ingrid (Bennett) and Andrew (Tolfts) for their work on this. Some details to be worked through such as: FAQ regarding landlords and contract/lease costs, maintenance, issues with the kit etc. They will then need to address how the energy will be used? Sold back to the grid, for your own company use etc?</p> <p>Steve Sawyer advised that more information on the Local Energy Community (LEC) will be sent with the minutes (and available online at www.manorroyal.org/energy)</p> <p>ACTION 06 Members of the Group were asked to declare their interest in becoming involved in ReEnergise Manor Royal.</p>	
<p>9 A.O.B</p> <p>Steve reminded the group that tickets are available for Know Your Neighbour Wednesday 18 May at the Hawth, Book to attend KYN</p> <p>Manor Royal Survey now open – please complete Manor Royal Survey 2022</p> <p>Clem Smith updated the group on 2 items: 1) LEC agree business infrastructure grants programme – working on business case finalising first draft in next week or so – the timeline is on track. Aiming to get as many business cases as possible through cabinet 16 March – subject to cabinet approval will submit to gov to turn round quickly so new financial year will be able to start.</p> <p>2) Crawley innovation centre – LEP board approved getting building fund application for the centre £8.4 m location on MR – council involved in talks with a vendor for a site on MR – should be able to reveal in next few weeks. Cabinet tomorrow to seek approval to combine the Towns Fund with the Getting Building Fund.</p>	

All business having been completed the meeting was CLOSED at 12.02pm