

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), Markus Wood (Avensys), Tim Rose (Elekta), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles), Yvonne Taylor (PPL Insights), Clem Smith (Crawley Borough Council), Chris Oxlade (MRBD Limited), Keith Pordum (Bon Appetit) (Vice-Chair), Tony Maynard (CGG), Clare Silva (MRBD Limited)

Apologies: Marie Ovenden (WSCC), Cllr Bob Lanzer (WSCC), Nick Burrell (WSCC)

Meeting outcome		Action / outcomes
1.	<p>Welcome</p> <p>Trevor Williams welcomed everyone to the meeting</p>	
2.	<p>Actions from 5 June 2020</p> <p>Steve Sawyer noted actions taken. WSCC Recovery Plan to be shared by Nick Burrell when available. The Chair (TW) led the approval of the minutes.</p>	<p>Minutes approved.</p> <p>WSCC Recovery Plan to be shared by NB when available</p>
3.	<p>Finance latest</p> <p>SS went through the revised scaled down budget and services and a note of caution on potential income. Discussed Top non-payers to date – STRICTLY CONFIDENTIAL (detailed in Section 2 of notes).</p> <p>ACTION 01: Discussed when to restart collection process. Option to review again in July with a view to re-start 01 September. Yvonne Taylor suggested communicating a warning of restart beforehand if possible, to kick start collection. SS advised this is possible.</p> <p>Board approved informal reminder to be sent out with view to restarting collections 1 September 2020.</p> <p>ACTION 02: Discussion around planning for a facilities upgrade, specifically to commission Allen Scott Landscape Architects to develop design and obtain planning consent for first of the Manor Royal facilities / trail sites encompassing RIBA Stage 2 -6 at a Cost of £11,000 (payable in stages).</p> <p>The Board approved to commission Allen Scott Landscape Architects at a cost £11,000 (payable in stages)</p>	<p>Board noted latest finance position.</p> <p>Board approved informal reminder to be sent out with view to restarting collections 1 September 2020.</p> <p>The Board approved to commission Allen Scott Landscape Architects at a cost £11,000 (payable in stages)</p>
4.	<p>Task Force</p> <p>Steve Sawyer presented key information documented in the Task Force survey (detailed in Covid-19 Economic Update #03) and noted a cautious optimism from some. Michael Deacon-Jackson highlighted his concerns about the office market being in trouble. The Virgin sites is under offer.</p>	<p>10.50 Markus Wood joined the meeting</p>
5.	<p>AOB</p> <p>Clem Smith – updated the Board on the progress of the innovation hub which is subject to negotiation from EU funding. The LEP’s Local Industrial Strategy has identified innovation as a need for the local area. Detailed conversations are due in next couple of weeks and outcome to follow soon after.</p> <p>Steve Sawyer advise the Board that the Manor Royal News magazine Summer Issue</p>	

	<p>(30) is due for print in July. Yvonne Taylor asked if the number should be reduced? SS advised that there will be a 50% reduction with distribution focussed on company Directors and owners.</p> <p>Steve Sawyer advised that the Manor Royal training will be launched as a digital programme with courses running from August onwards.</p> <p>Trevor Williams suggested that the next meeting be extended.</p>	<p>Clare Silva to extend next meeting duration</p>
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All business having been completed the meeting was CLOSED at 11.10