

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Paul Roe (Kreston Reeves), Clem Smith (Crawley Borough Council), Zoe Wright (BandCE), Keith Pordum (Bon Appetit), Michael Deacon-Jackson (FTD Johns), Tony Maynard (CGG), Cllr Peter Smith (Crawley Borough Council), Marie Ovenden (WSCC), Clare Silva (MRBD Limited)

**Apologies:** Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Chris Oxlade (MRBD Limited), Nick Burrell (WSCC)

Meeting outcome	Action / outcomes
<p><b>1 Welcome and approval of the minutes</b> Trevor Williams welcomed everyone to the meeting. The minutes of 12<sup>th</sup> July 2019 were approved.</p>	<p>Minutes approved</p>
<p><b>2 Finance update (Section 1 See also Appendix A &amp; B for detailed finance sheets.)</b> The finance position was discussed with no concerns to report. Levy collection is ahead of the same point last year. This might prove more challenging next year due to more challenging economic conditions. On the plus side for Manor Royal are new investments such as Amazon, CAE and L3 Harris.</p> <p>At this stage an end of year surplus of £87,485 is predicted. However, this does not take account of possible contributions required for the Trail Project, any commitment the Board may yet make to other projects or enhancing existing services e.g. maintenance or the requirement to restore the Reserve (£50,000)</p> <p><b>The Board approved the Budget position.</b></p>	<p>The Board approved the Budget position.</p>
<p><b>3 Operational Matters (Section 2)</b> The Board received an update on recruitment. Damian Hillman has been appointed into the Business Ranger role. Damien will have a focus on being a main point of contact for the retail units, as well as supporting MR businesses in conjunction with Danny MacLeod. Damian will be contracted to work 8 hours, covering the twilight shifts between 12 noon and 12 midnight. These hours ensure resources are used at the most significant hot spot hours.</p> <p>The Board were asked to consider an inflationary 2.5% uplift to the Business Rangers hourly rate as set out in the Board papers. <b>The Board approved a 2.5% Business Ranger pay rise.</b></p> <p>The Maintenance team have identified a need for a dedicated litter picker to assist them to focus on litter picking, freeing them to concentrate on grounds maintenance. The Board were asked to consider whether we want to commit. The cost for a dedicated litter picker (plus on costs) £20,275 and £10,070 (subject to confirmation) vehicle and wrap, totalling £30,345, bringing totally maintenance spend to £102,649 (19.5% of the BID Levy Income)</p> <p>It was noted that if the Board were to agree to this additional commitment it would have the effect of reducing the discretionary spend element for new projects.</p> <p>Initial feelings were, this was a large commitment and is this the best solution? Discussions took place around what might help ease the litter situation. Whether companies can provide volunteers, more bins put in hot spot areas, resolve at source, changing behaviour by companies reinforcing need to keep areas clean. Is the grounds maintenance taking a hit if the focus has been on litter picking? How would we ensure the 20 hours were being used effectively?</p>	<p>The Board agreed recommendations as set out in the report.</p> <p>CS (BID) to research and feed back to the Board.</p>

	<p>The Board were all in agreement that we need to continue to keep Manor Royal looking good, however they were reluctant to commit to the level of spend proposed without further investigations being carried out into possible alternative solutions.</p> <p>The following points were also discussed/resolved:</p> <ul style="list-style-type: none"> <li>• The board discussed retailers being large levy payers and the BID's commitment to work with the retailers to help support their particular issues. The board were interested to know what the total levy income amounts to for the retailers.</li> <li>• Contract with BIFFA waste and recycling service is already proving successful. A full list of companies who have signed up to be provided to the Board.</li> <li>• Natwest Mentor scheme launched and several Manor Royal companies already taken up the offer.</li> <li>• A dedicated benefits/offers page has been made available for Manor Royal employees.</li> </ul>	<p>CS (BID) to provide total retailer levy income.</p> <p>CS (BID) to provide full list of companies signed up to Biffa offer.</p>
4	<p><b>Projects update (Section 3, Tables A and B)</b></p> <p>The Board received an update on the following projects:</p> <p><b>1. Manor Royal Micro-Park Trail Project</b></p> <p><b>Phase 1</b> of work is nearing completion with the final report expected in time for sharing at the Manor Royal Matters. This phase cost £24,650 and was part-funded by the Arts Council (£10,000 coming from the BID).</p> <p><b>Phase 2 (Detailed design &amp; delivery) will start very soon subject to the Board's approval.</b> This involves detailed design, artist commissioning, obtaining planning (and other) consents and construction. Total costs for this phase are estimated at circa £500k. At the discretion of the Board, the BID can contribute £100k over the next three years with the rest required from other sources, including a new application to the Arts Council.</p> <p>In order to obtain planning, refine costs and make an application for Arts Council funding further work is required and the Board were asked to approve funding for: (1) Topographical studies (£14,280) and (2) Detailed design work, to RIBA Stage 3 (planning consent) (£18,250). A total commitment of £32,530 that can be met from existing budget.</p> <p>The Board was asked to approve this funding.  Trevor Williams (TW) "we should continue as committed to the project"  Michael Deacon- Jackson (MDJ) "I'm in favour, it's a good idea"  Zoe Wright "this differentiates us from other business parks"  Paul Roe highlighted how getting outdoors helps with wellbeing  Keith Pordum asked whether we can approach companies for sponsorship. Steve Sawyer (SS) agreed this would be a good idea once we are at the detailed design stage.</p> <p><b>The Board Approved £32,530 funding for topographical studies and detailed design work.</b></p> <p><b>Broadband</b> – Steve Sawyer advised the Board that 4D are offering gigabit speed deal for Manor Royal companies. Open Reach are also quoting to fibre up the whole of the Manor Royal area. Clem Smith (CM) advised the Board that the vast majority of the gigabit broadband project being promoted by the Council will be privately funded with 10% public and 90% private funds. Discussions are on-going about the best overall solution for Manor Royal.</p> <p><b>Parking Management</b> – The preferred rate of £120 wasn't agreed by West Sussex County Council. They do want to work with the BID to find an agreeable way forward. Further discussions are required to reach an agreement.</p> <p><b>Crawley College Training</b> - New training programme (November 2019 to April 2020) has been published. It is on the Manor Royal website and will be being distributed week</p>	<p>Contact details for 4D to be disseminated to the Board (CS)</p>

	<p>beginning 28<sup>th</sup> October.</p> <p><b>Manor Royal Peoples Conference</b> – The event was well attended and well received. Upcoming events listed below.</p> <p><b>Manor Royal Mile</b> – Steve Sawyer advised the Board that we won't be in a position to commit to this for 2020 but looking into an entry point event to encourage mass participation.</p>	
5	<p><b>Arrangements for Manor Royal Matters &amp; AGM (Section 4)</b></p> <p>Particular reference was made to the forthcoming <b>AGM</b>. Taking place 14 November at the Sandman Signature Hotel from 9am – 2pm. For the first-year the AGM forms part of the <b>Manor Royal Matters</b> event.</p> <p>Nominations have been received and Directors standing for re-election are Trevor Williams (Thales), Keith Pordum (Bon Appetit), Anthony Maynard (CGG)</p> <p>Directors retiring are Paul Roe (Kreston Reeves).</p> <p>Steve Sawyer and Trevor Williams both thanked Paul for his contributions during his time on the Board. Steve Sawyer "Paul has been very valuable to adding scrutiny to the BID"</p> <p>As no further nominations have been received this will mean there will be one unfilled position on the Board. The Board to look out for a good contributor, who would add a new dimension to the Board.</p> <p>The Accounts have been circulated separately and will be sent to all registered members. An Annual Report will be produced and copies made available to all those attending Manor Royal Matters.</p> <p>The event will also include electronic voting by members of the audience on key questions and issues. If the Board have any questions, they would like to be included in this process to let us know.</p> <p>There will be three workshops to sign up to attend including:</p> <ul style="list-style-type: none"> <li>• Wellbeing and Community</li> <li>• Place</li> <li>• Property Matters</li> </ul>	<p>Board members to send any questions to be included in voting (all)</p>
6	<p><b>Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• Core communications being delivered (website, eBulletin, social media)</li> <li>• Manor Royal News Issue 28 (Wellbeing Special) has been distributed. Next issue due December / January</li> <li>• Direct mailing detailing Manor Royal Mentor launch and Crawley College training programme is due to be sent week beginning 28<sup>th</sup> October</li> <li>• Manor Royal Matters, including AGM, 14 November</li> <li>• Christmas event, 04 December at L3</li> </ul>	

**All business having been completed the meeting was CLOSED at 10.45 am.**

**2019 DIARY DATES**

- Manor Royal Matters, including AGM, 14 November. 9am – 2pm
- Christmas event, 04 December at L3 Harris. From 5pm