

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Clem Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Markus Wood (Avensys), Clare Silva (MRBD Limited), Robert Lanzer (Crawley Borough Council), Tim Rose (Elekta), Yvonne Taylor (PPL Insights)

Apologies: Keith Pordum (Bon Appetit) (Vice-Chair), Nick Burrell (WSCC), Chris Oxlade (MRBD Limited), Marie Ovenden (WSCC), Tony Maynard (CGG), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles)

Meeting outcome	Action / outcomes
<p>1. Welcome Trevor Williams welcomed everyone to the meeting and a special welcome to new Board Members Yvonne Taylor (PPL Insights) and Tim Rose (Elekta).</p>	
<p>2. Actions from 08 April Steve Sawyer noted that all agreed actions have been taken, in particular: Crawley BC (as the Billing Authority) instructed to postpone sending BID Levy bill reminders as agreed until July. No direct debit requested received to date. The BID is now working to the 75% income budget but will keep under review.</p>	
<p>3. Budget and Cashflow</p> <p><u>Income</u> BID levy advance payment has been made to the BID (£46,005). Government Grant (based on Small Business Rate Relief) has been received (£10,000)</p> <p><u>Expenditure</u> Jobs Board subscription paid (£30,000) Maintenance Team fee paid (£36,152)</p>	
<p>4. Economy Update</p> <p>The second economy update has been produced and has been circulated. It is publicly available in our website (www.manorroyal.org/covid19). There is still concern that current support leaves a number of Manor Royal companies exposed / vulnerable. ITV are covering this story.</p> <p>Michael Deacon Jackson noted that his offer to support MR companies who have any concerns /issues with their landlords, still stands. A discussion took place about developing a Manor Royal Board offer of support. This was seen by the Board as a good initiative. Potential to use the digital screens to advertise this.</p> <p>.</p>	<p>10.48 Clem Smith joined the meeting</p>
<p>5. Closing accounts / Audit Review</p> <p>The accounts have been closed in the usual way and RPD notified.</p> <p>Audit planning meeting will take place 12th May at 10.00 and a nominated member of the Board will need to be available to verify.</p> <p>ACTION 01: If any Board Member is available on 12th May 10.00 to let the BID office know.</p>	<p>Please advise the BID is you are available for the audit planning meeting.</p>

<p>6.</p>	<p>Projects and services</p> <p>As agreed previously with the following updates:</p> <p>Manor Royal “MicroLearn” eLearning Hub: now live and free to access for all Manor Royal companies and staff. 19 companies have so far registered.</p> <p>Trails / Micropark Project: 29 artists responded to the brief by the deadline and an initial shortlisting of artists has taken place and draft allocation of artists to sites (subject to confirmation)</p> <p>The delivery timeline is now more difficult due to funding challenges and current climate. In addition, key funders (Arts Council and Heritage Lottery Fund) have postponed their funding programmes to re-direct funds in the short-term to supporting artists and venues impacted by COVID19.</p> <p>As yet the project is unsupported by any other organisation, except the BID itself. Working on re-phasing the programme so that when it is possible to resume work we can deliver at least one site to maintain momentum and improving the area by which time we hope other funding opportunities might be identified or, in the case of the Lottery funds, be re-started.</p> <p>Digital Screens The rates challenge is in process. SS to make an approach to Crawley BC Rates Team on the grounds of hardship during the COVID crisis. This could help to temporarily reduce the rates liability. Appetite for advertising is significantly reduced. Boards are still operating and will be used for public messages and supporting current advertisers.</p> <p>Other projects:</p> <p>Most core services (e.g. Rangers, Maintenance, travel initiative, jobs board etc) still running, other services have been paused (e.g. face to face training, events) as have any new initiatives (e.g. additional security measures, new Ranger recruitment, additional maintenance etc) as previously discussed.</p> <p>Crawley Growth Programme transport improvement programme is still being delivered and the Parking Management Plan is ready to be formally consulted on although this has been postponed until a later date.</p> <p>Clem Smith added that regeneration of the town will continue. Counter recessionary schemes need to go ahead.</p>	<p>10.58 Tim Rose joined the meeting</p> <p>11.00 Markus Wood joined the meeting</p> <p>11.00 Trevor Williams left the meeting</p>
<p>7.</p>	<p>Campaigns</p> <p>A number of organised campaigns to Government are being organised. Most notably Raise the Bar Campaign (https://raisethebarcampaign.com/) being led by Croydon BID. It is designed to increase the support available to the Retail, Leisure and Hospitality sectors allowing all businesses in a property with a rateable value of up to £150,000 to automatically receive a £25,000 grant (at the moment the bar is set at £51,000 rateable value or less, although they all benefit from a rates holiday for 2020/21).</p> <p>It is supported by the main industry bodies and looks like it is gaining some traction. The Manor Royal BID has been asked to support.</p> <p><u>The Board were asked to declare their support – all agreed</u></p>	<p>The Board declared support for Raise the Bar campaign</p>

<p>8.</p>	<p>AOB</p> <p>Peter Smith asked Manor Royal BID to input into emerging plans to lobby for change at Government level (in terms of support and response) and thoughts on recovery. SS to provide key bullet points to include in his report.</p> <p>Yvonne Taylor asked whether the M23 works will be impacted. SS will send the Smart Motorways update.</p> <p>Clem mentioned that additional improvement works were planned at Jct 10. Clem agreed to find out and update the BID</p> <p>Tim Rose highlighted issues with speeding traffic and danger to pedestrians on MR, and who was best to direct this to. Steve Sawyer advised he will be meeting with the Police and will raise this as a concern.</p>	<p>SS to provide MR Support ideas</p>
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All business having been completed the meeting was CLOSED at 11.15