

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MR BID), Lynn Hainge (Crawley Borough Council), Chris Oxted (MR BID), Clare Silva (MR BID), Nicola Blake (Creative Funding Solutions Ltd), Julie Kapsalis (Chichester College Group), , Michael Deacon-Jackson (FTD Johns Ltd), Peter Smith (Crawley Borough Council), Rachel Thomas (B&CE Benefit Schemes), Tim Rose (Elekta), Yvonne Taylor (PPL Insights), Jeremy Taylor (The Company Connector), Martha Burnige (The Gatwick School), Marie Ovenden (WSSC).

Apologies: Trevor Williams (Thales UK), Alexandra Graham (The Gatwick School), Anne Tickner (Thales UK), Anthony Maynard (CGG,) Jeremy Day (Doosan Power Systems), Paul Serale (P & H Motorcycles), Oliver Ellingham (Lok'nStore), Mel Mehmet (easitNETWORK), Markus Wood (Avensys), Mike Harris (Harwoods Jaguar Land Rover), Joanne Rogers (Prowse & Co Ltd), Sarah Goulder (Basepoint Centres Ltd), William Perks (Peter Perks Ltd), Stuart Walsh (Elekta Limited), Jonathan Green (Virgin Atlantic Airways), Tim McCarthy (Aurora Academies/The Gatwick School), Jack Bedell-Pearce (4D Data Centres Ltd), John Trigg (Freedom Works), Karen Robins (L3 Harris), Keith Pordum (Bon Appetit), Steve Pullen (Varian), Clem Smith (Crawley Borough Council), Mark Curtis (Split Image Limited), Ryan Page (Espresso Solutions), Samantha Jackson (Welland Medical), Paul Mcconalogue (Natwest),

Meeting outcome	Action / outcomes
<p>1 Welcome and Introductions Trevor Williams sent his apologies. Steve Sawyer chaired the meeting in Trevor Williams absence. Steve Sawyer welcomed everyone and opened the meeting.</p>	
<p>2 Highlights from our previous meeting: “Then and Now” comparison of agreed actions (Section</p> <p>Steve Sawyer gave the Management Group an overview of where we were at the last meeting in January and the significant differences to where we are now as a result of the current Covid-19 pandemic.</p> <p>BID Levy Bills had been issued in March however the Board agreed to suspend the collection process due to COVID. Those that could pay were able to but no reminders were sent, effectively suspending the collection process for 6 months. The collection process re-started 01 September.</p> <p>The BID had received one or two requests for discounts from national retailers, which on the advice of BID Associations and the BID Board, a decision was made not to honour this as it will set an unhelpful precedent and undermine the viability of the BID. Payment plans were offered as an alternative.</p> <p>Collection rates currently stand at 54% (we would usually expect 98% to have been collected by now). Reminders have now been sent out with an explanatory letter. Latest position and COVID Budget in Section 2.</p> <p>2b. Project Spend</p> <p>Re-Deployable CCTV Cameras: Trial has been carried out with partial success. No further commitment for now. Project on hold.</p> <p>Micro Park / Facilities upgrade: Phase 1, initial concept and narrative completed. Artists selection completed. Initial detailed design work is now underway. Planned</p>	<p>The minutes from 22 Jan 2020 were approved.</p>

funding streams (e.g. Arts Council) suspended and has slowed the delivery. Possible inclusion as part of Towns Fund could re-start and accelerate delivery. Decision pending. The BID is working towards planning on four sites.

Re-Energise Manor Royal: COVID has slowed down the delivery. Key partners furloughed making engagement impossible. Feasibility and Governance work recently re-started. Inclusion as part of Towns Fund could accelerate the delivery.

Security Radios: Initially the project was suspended to protect the BID finances. Recently restarted and procurement process at an advanced stage with radios being tested. Decision to appoint and procure radios awaiting the Boards approval.

Enhanced maintenance: Still on hold.

Broadband: gigabit fibre project being progress by public partners. However, there is still insufficient detail to determine whether this will meet the needs of Manor Royal companies.

Parking Management Plan (Section 5)

Steve reminded the Group of their decision at the Jan 2020 Management Group meeting to approve plans for Parking Management Plan, subject to fee being set at £150 per permit and clarifications on details re allocation and enforcement.

Parking Management Plan has been progressed to the point of formal consultation with businesses. However, currently this is on hold while impact of COVID is being assessed. No firm date set for starting the consultation / adoption process. The Management Group will be updated accordingly.

Towns Fund (Section C)

Feedback provided to Crawley Borough Council (CBC). CBC have convened the Crawley Town Deal Board (encompasses the Crawley Economic Recovery Taskforce and includes Manor Royal BID at all levels).

A draft of the Town Investment Plan setting out vision and priorities is due to be presented to the Taskforce this week (17 Sept).

A lot of positives for Manor Royal includes support for: facilities and public realm upgrades, introduction of an innovation centre, transport infrastructure improvements, environmental interventions and broadband.

Not included: wider central support services (including childcare provision and other soft services) encapsulated in the “hub” concept and identified as a priority by the Group / BID. Small industrial units.

More discussion is required concerning proposals for grants to incentivise “green” businesses to locate here and gigabit connection voucher scheme

Michael Deacon-Jackson gave the group an insight into the issues the property market is facing and change to the types of businesses looking for space. The logistic companies like DHL and Amazon are looking for more space. Michael advised that landlords are also not giving any reductions and lettings are significantly lower than should be.

Ideals for building a stronger community (Section B)

All the BID’s physical events have had to be suspended in response to Government guidance. The BID has responded by engaging more digitally via social media, online seminars, online training (in partnership with Crawley College), increasing frequency of eBulletins and providing more web content.

The BID to update the Management Group when the consultation is open.

<p>3 Finance latest</p> <p>Steve Sawyer gave an overview of the budget (see Section 2a) and Project Spend (see Section 2b)</p> <p>In response to COVID-19 the Board agreed a revised budget and to protect the BID took the following actions:</p> <ul style="list-style-type: none"> • Froze recruitment of second Business Ranger • Suspended certain projects e.g. security radio purchase, website revamp, re-deployable CCTV • Slowed down progress of Trail Project (this was necessitated by the freeze on available third party funds) • Cancelled all events (required by Government guidance) • Suspended production of Manor Royal News magazine • WSCC also delayed the repayment of the Crawley Growth Programme loan. <p>The BID has responded by continuing to provide core services, increasing communications and social media activities, setting up new advice and guidance web content, introduced new digital services (e.g. MicroLearn and Mental Health resources), digitised training (with the support of Crawley College) and introduced a mini-seminar programme.</p>	
<p>4 Manor Royal Recovery Plan</p> <p>Steve Sawyer gave an overview of the three phase Recovery Plan (Section 3a) taking us from Shock and Respond to Reset and Restart through to Transform and Grow. In effect taking us through to the renewal of the BID.</p> <p>Progress to date (see Section 3b) As detailed above Chris Oxlade is leading on the redevelopment of the BID's website, with a service delivery focus.</p> <p>Martha Burnige (The Gatwick School) shared her view that the plan was really sensible and gave thanks to the BID for this. Adding the key thing will be looking closely at the BID levy income.</p> <p>You can find the detailed Recovery Plan and Progress Tracker can be found in Section 18 of the COVID pages of our website (www.manorroyal.org/covid19)</p>	
<p>SECTION 4: Risks, opportunities, news and next steps</p> <p>Steve highlighted the risk documented in section 4.</p> <p>The BID has a detailed Risk Register covering Operation, Services and Projects (available on request). Some of the risks were discussed and include (see section 4 for full list):</p> <ul style="list-style-type: none"> • Digital Signs become loss making – currently under rates review. • Brexit • Changes to the planning system • Reduced BID Levy income. • Persistent negative press and “bad news narrative” – highlighted as a new risk. This opened a discussion surrounding the level of negative news Crawley is currently being subjected to. <p>Peter Smith highlighted that public sector investment is still going strong in Crawley, with the Crawley Economic Task Force and The Towns Fund leading the way. Businesses are working together and speaking with one voice. Peter highlighted that the Aviation sector needs further support.</p> <p>Lynn Hainge reinforced Peter Smith's comments adding there is a huge amount of activity going on in Crawley, in addition to those Peter mentioned, the Town Hall and a new STEM Centre being built at Crawley College.</p> <p>Yvonne Taylor mentioned that the positive need to be balanced with the negatives and</p>	

<p>that Crawley has been allocated with the smallest funds from government to support business, compared to its neighbours.</p> <p>Steve Sawyer thanked the group for their comments, adding that the economy has a good way to go yet but we need to highlight these positive stories and celebrate successes during this difficult time.</p> <p>Steve Sawyer moved onto the opportunities the BID has identified including:</p> <ul style="list-style-type: none"> • Leverage benefits of Towns Fund to deliver projects at faster pace • Crawley Growth Programme • Realise benefits of digital delivery including training, events and via revamped website. • Development of new role and relationship with some businesses • Improved BID profile with and alongside key partners e.g. as part of Crawley Economic Recovery Taskforce, Cultural Crawley, British BIDs, The BID Foundation, Crawley & Gatwick Business Watch, Careers Hub (Coast to Capital Growth Hub) • Kick Start Partnership with Crawley College • Options for new businesses to move in, redundant buildings re-purposed and new development opportunities <p>Other important and positive news includes two new BID Board members have been Co-opted onto the Board. They are Yvonne Taylor (PPL Insights, MD) and Tim Rose (Elekta, Global Facilities Manager). Both were welcomed and thanked for their contribution to date.</p> <p>In addition, Virgin “The Base” Site sold to developer (10 acres). Churchill Court sold to developer (4 acres). New 7 acre site released to market. Plans for new Volvo Showroom (1 Gatwick Road). Jersey Farm development (industrial unit) planned. Announcement of funding for Innovation Centre at Thales. New owner and occupier for 1 Rutherford Way. New pizza company moving in.</p> <p>Some companies performing well and recruiting. The Jobs Board flatlined, as expected but is now picking up.</p>	<p>Julie Kapsalis left 11.02</p>
<p>A.O.B</p> <p>Nicola Blake mentioned that all staff on furlough can attend training. Nicola suggested making contact with Reigate College with regards to the new Kickstart programme. JK advised she will pick this up.</p> <p>Martha mentioned on an education side that is good to see education running digitally, with the Gatwick School and the Chichester College Group delivering online and permeating into Manor Royal too.</p> <p>Steve Sawyer reminded the group about the Annual Review and Showcase taking place 19 November 2020 via Zoom. Open for all companies on Manor Royal, and for this year extended to outside organisations too. To book register using the link https://www.eventbrite.co.uk/e/manor-royal-business-district-annual-review-and-showcase-tickets-117968024537</p>	

All business having been completed the meeting was CLOSED at 11.05