

Friday 02 MARCH 2018 at Thales, Manor Royal

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit), Markus Wood (Avensys), Zoe Wright (BandCE), Clem Smith (Crawley Borough Council), Michael Deacon-Jackson (FTD Johns), Paul Searle (P&H Motorcycles), Cllr Peter Smith (Crawley Borough Council), Tony Maynard (CGG), Sam Murray (MRBD Limited).

**Apologies:** Duncan Barratt (West Sussex County Council), Joanne Rogers (Prowse), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Jeremy Taylor (Gatwick Diamond Business).

| Meeting outcome   | Action / outcomes   |
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| <p><b>1 Welcome and approval of the minutes</b><br/>Trevor Williams welcomed the Board members to the meeting.<br/>The minutes from the previous Board meeting of 8 December were approved.</p>   |   |
| <p><b>2 Manor Royal BID Renewal Outcome</b><br/>TW congratulated the BID team on the ballot result, being founded on achievements, strategic view and having fostered partnerships that have added strength to the BID. 199 votes were cast (37.98%), a higher turn-out than the first term BID (34%). 84.24% of the votes cast were in favour by number, and 88.65% in favour by rateable value – a 15% increase on the 2013 vote, indicating a clear endorsement of the BID.<br/>TW indicated that campaigning for the third term BID starts now through the delivery of the current Business Plan. BID2 has a more ambitious and exciting Business Plan which starts with delivery of projects.</p>  | <p>TW elected as Chair.<br/>KP elected as Vice-Chair.</p>   |
| <p><b>3 Executive Director's Report:</b><br/><b>Finance and Budget (Section 1)</b><br/>SS gave an overview of the latest position on budget for BID1, year 5. An unexpected overspend of £27,037 has incurred on projects (Gateway 1 and Digital Signage). This is manageable by off-setting some of BID1 Year 5 costs against income from the next financial year but will require the BID to work to restore the operating reserve and result in an element of risk until this is achieved.<br/>The Board expressed concern about this and the need to be aware of the need to cover any increases in office rents. This was acknowledged and SS gave reassurances that with the allowance for bad debts and a £10k set aside for a contingency on projects there was in effect a partial reserve in place. It was also acknowledged that third party funds would be more difficult to come by in the second term requiring more creative approaches to attracting funds for projects to match with BID Levy income.<br/>SS proposed that the BID operates in the first year without a full reserve, in order to allow for the implementation of the Digital Signage project.</p> | <p>SS to discuss approach with accountants and the Audit Review.</p> <p><b>The Board approved the budget and the approach to deficit in the future billing cycle.</b></p> |
| <p><b>4 BID2, Year 1: Budget proposal and projects</b><br/><b>Project Update (Section 2)</b><br/><b>Digital Signage</b> – The Project Steering Group in place includes members of the Board and Management team (SS, MO, JR, NB) who are managing the Procurement process. Companies based in Manor Royal have submitted tenders and are not part of the selection process.<br/>The Planning Authority have made additional requests for more information resulting in increased cost and delay but expect to resolve this by the time of appointing suppliers.<br/>The BID is partnering with WSCC who will agree a cost and profit share arrangement. Once the project is complete, it has the potential to generate income which has not been factored into the budget. Summer 2018 should see the signage in the ground, with potential income generated in the early part of 2019.</p>   | <p>SS will come back to the Board with key milestones and an aspiration timeline for the project.</p>   |

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|   | <p><b>Reviewing Existing Contracts</b></p> <p>SS indicated that all existing contracts will be reassessed as many are in place over one-year terms. The certainty of the second term BID now offers scope for longer term contracts. <b>Business Ranger</b> and <b>Maintenance Team</b> services have made the most difference on costs compared to BID1, but the results have made a huge difference and have been effective.</p> <p>TW and KP expressed that these contracts should continue. The expenditure is known and there have been tangible results for businesses.</p> <p>The <b>Gritting Service</b> was praised as having real value. With late snow fall this year, the costs have been higher, but has made a huge difference, with Manor Royal roads being better than roads outside the BID area.</p> <p>Other contracts requiring attention include <b>Sussex Wildlife Trust, Manor Royal Jobs Board, the easit scheme</b> and marketing and PR contract with Prowse.</p> <p>Digital Signage, the Business Rangers and 'Benefits leaflet' could help promote all partner services.</p> | <p>SS will meet with partner companies to negotiate new contracts.</p> <p>SS/SM to devise a new partners and benefits leaflet to promote services to Manor Royal businesses.</p> |
| 5 | <p><b>Marketing and Communications</b></p> <p>SS highlighted that marketing and promotion is underway regarding the next two significant events in the BID calendar - <b>Know Your Neighbour</b> event on 16<sup>th</sup> May and <b>Careers EXPO</b> 17<sup>th</sup> May, both of which will feature within the next issue of <b>Manor Royal News</b> due for distribution in April – This issue will also have a focus of Skills and Recruitment.</p>  |  |
| 6 | <p><b>Other Matters / AOB</b></p> <p>The BID will sign a new Growth Deal with Crawley Borough Council and West Sussex County Council to coincide with 1<sup>st</sup> June when BID2 starts. The first of its kind in the County.</p> <p><b>Economic Impact Study (EIS)</b> – <a href="#">The report is now online</a> and a Recommendations Workshop took place on 19<sup>th</sup> February involving MDJ, SS, CS, MO and Vail Williams. A clear set of actions arising have been captured that will require other partners to support in order to deliver, which may prove challenging in the current climate.</p>  | <p>SS to circulate to the Board the outcome of the EIS Recommendations workshop.</p>   |

**All business having been completed the meeting was CLOSED at 10.30am.**

**DATES FOR THE DIARY**

Wed 25<sup>th</sup> April – BID Management Meeting, Avensys

Wed 16<sup>th</sup> May – Know Your Neighbour B2B exhibition – Crowne Plaza Hotel, Langley Drive

Thurs 17<sup>th</sup> May – Careers EXPO, B2C exhibition – Crowne Plaza, Langley Drive

Fri 20<sup>th</sup> July – BID Board Meeting, Thales