

Wednesday, 25 April 2018, Avensys, Fleming Way, RH10 9JY

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Keith Pordum (Bon Appetit) (Vice Chair), Steve Sawyer (MRBD Ltd), Joanne Rogers (Prowse), Markus Wood (Avensys), Zoe Wright (B&CE), Oliver Ellingham (Lok'nStore), Paul Searle (P&H Motorcycles), Chris Primett (Welland Medical), Eddie Finch, (Auditel), Michael Low (Cruiseway), Rachel Thomas (B&CE), Nicola Blake (Creative Funding Solutions), Sam Murray (MRBD Ltd), Clem Smith (Crawley Borough Council), Jeremy Taylor (Gatwick Diamond Business), Lee Hill (Virgin Atlantic), Martha Burnige (The Gatwick School), Steve Pullen (Varian Medical), Marie Ovenden (West Sussex County Council), Paul Roe (Kreston Reeves), John Webster (Xpress Group), Joe Handman (Thales)

Apologies: Trevor Williams (Thales UK) (Chair), Mark Curtis (Split Image), Dee Mathieson (Elekta), Cllr Peter Smith (Crawley Borough Council), Tony Maynard (CGG), Julie Kapsalis (Coast-to-Capital LEP), Mel Mehmet (easit), William Perks (Peter Perks Limited), Jeremy Day (Doosan), Michael Deacon-Jackson (FTD Johns), Stephanie George (Basepoint), Duncan Barratt (West Sussex County Council), Jack Bedell-Pearce (4D Data Centres), John Hancock (Eezehaul), Archie Harwood (Harwoods).

Meeting outcome	Action / outcomes
<p>1 Arrival & Welcome Keith Pordum chaired the meeting. SS sent apologies on behalf of Trevor Williams. KP opened the meeting with thanks to the Board, Advisers and to the BID team for the good result at the ballot outcome on 2nd March. KP welcomed new members to the Management Group, Paul Roe, Kreston Reeves and John Webster, Xpress Group. (Also joining the Management Group, is Joe Handman, Thales, unable to attend this meeting).</p>	
<p>2 Approval of Minutes from previous meeting The last meeting focused on the BID renewal. Actions from the meeting and the Economic Impact Study response will be picked up through the agenda items.</p>	<p>The minutes of 6th October 2017 were approved.</p>
<p>3 Executive Director Report</p> <p>Finance - BID1 Year 5, year-end position This is the first meeting of the management group since the ballot outcome for BID2, and delivery of the objectives in the Business Plan starts now. Technically, BID2 starts on 1st June and the BID is still within year five of the first term. KP commented that a tremendous amount was achieved through BID1 including footpaths improvements that would not have been achieved without the BID. Credit was given to West Sussex County Council and Crawley Borough Council for their support. Grass verges have been disrupted by the works and weather has made it difficult. The BID has liaised with WS Highways who are working through areas to 'make good' (to repair to the standard that it was). Once the WS Highways are off site, the BID maintenance team will assess the works.</p> <p>Finance and Budget (BID2, Year1) There is a wider issue on verges to consider best approach and actions during BID2. i.e. over runs, every day lorry damage which will need a different solution – but there is no budget for this and therefore a challenge. The 'Furniture Strategy' and 'Project Pack' look at alternative layouts and plans for improvements but with no budget for delivery.</p> <p>Finance - BID1 Year 5, year-end position SS presented the unaudited figures for end of BID1. The BID suffered unexpected costs on Digital Signage, Gateway 1 and Crawter's Brook. However, the BID has received advanced payment through (year 6) and this is how we are managing BID1 cash flow but will show a year end deficit. There is 100% collection rate after write offs.</p>	<p>Management Group noted the budget position.</p>

<p>Finance and Budget (BID2, Year1) SS presented the budget for the next financial year, the commitment to projects and services and plans for recovering the debt position and restoring the reserve. The BID would be operating with a minimal reserve and finances were “tight” requiring close management while we work to restore the reserve while delivering projects.</p> <p>Section 3 Detailed project costings (information item) The BID will carry on with the core services, but with a need to review and renew contracts. The BID will carry on looking after and maintaining Manor Royal, leaving discretion on ‘Objective 3’. The first project of BID2 will be the Digital Signage Project for which planning consent and procurement at a mature stage. Planning consent has also been given for Gateway 1 improvements.</p> <p>Year1- BID2 The BID is working in partnership with the borough and county councils to deliver the Manor Royal element of the Crawley Growth Programme. 2018-2012 will see noticeable changes, not all within the BID area, which will have impact on BID businesses – but not cash impact on the BID.</p> <p>The BID is committed to the dedicated area wide Manor Royal Jobs Board. Savings vs outlay indicate that it will do better than expected. The reach is wide and the vacancies are area defined. ZW commented having used the service from the outset, that it is still a basic format and would like to see more from it given the investment from the BID, attracting more people to work in Manor Royal Business District.</p> <p>Economic Impact Study SS discussed the strategic importance of the “Economic Impact Study” that sets out those higher-order challenges facing Manor Royal that required the active support of other partners alongside the BID to solve. The output of the Recommendations Workshop were shared and the Management Group invited to familiarise themselves with its content for future discussion. Facilities, Transport and Parking are the three big challenges and all of them are “Bigger than the BID”. They can only be tackled collectively with partners on board. In addition to this and as part of the solution, SS highlighted the ‘Business Hub’ brief.</p> <p>Road Space Audit and Parking Management Plan - The outcomes will offer solutions that may be popular with some and not for others so could prove controversial. The outcomes will be tested within the BID Transport Steering Group which will be reconvened. SS explained that the policy on parking within the business district is either “always or never” and the outcomes could offer the introduction of a permit scheme which would reduce the number of airport or holiday parking and allow for enforcement.</p> <p>The next three years will be difficult around Manor Royal with changes and improvements to bus lanes, cycle paths, developer plans along Gatwick Road, the development of the Smart motorway, filter lane plans for Forgewood from Crawley Avenue and other developments in and around the area.</p> <p>MO indicated that West Sussex is outlining a forward plan and working hard to manage the space collectively to alleviate any difficulties where practical including some weekend work and night work.</p> <p>Conclusions on work will be very positive but will cause disruption during the process. The BID will use the usual communications channels including the Business Watch alerts and announcements for works. JT noted that Southern Rail also have changes to their time tables with a period in 2019 with no train line from Brighton.</p>	<p>SS to meet with Gary Peter of LoveLocalJobs to discuss service and improvements</p> <p>All Management to be familiar with the Economic Impact Study and the Business Hub brief.</p> <p>MO will report back to the Board and Management as soon as practical.</p>
<p>4 Marketing & Communications</p> <p>16th May Know Your Neighbour. All stands are fully booked. 67 companies exhibiting. Each year the demand grows. The venue is at capacity with extra room added this year to accommodate the event. Over 300 people have registered to attend.</p> <p>17th May Manor Royal Careers EXPO. This is a pilot event surrounding the needs of Manor Royal businesses recruitment, retention and redeployment of staff to include</p>	

<p>seminars for job seekers of all ages – for school leavers, returners and commuters looking to work and develop their careers locally. Businesses can exhibit free of charge. 27 companies have signed up (to date). The event is not just to highlight vacancies but to showcase what Manor Royal can offer – and to let local people know what is on their doorstep. A range of partners and organisations are involved, with B&CE as the primary supporting business which has allowed for additional funding for marketing. JR thanked ZW for B&CE sponsorship support. There has been a range of advertising including PR and articles, press releases, emails, posters, flyers and banners circulated through a wider range of organisations (for attendance) and BID communication channels (for business exhibitors). It is free to exhibit and free for public to attend.</p> <p>ZW indicated that she would like to see more of the larger companies that are being targeted. JT suggested that for smaller companies looking for apprentices, a shared space or function table - or areas for types of employment. All ideas to pick up for future development through the BID's Talent and Training Steering Group.</p> <p>Manor Royal News is set to reach businesses in the next few days, with a focus on Skills and Employment. The summer issue will feature Makers and Manufacturing and encouraging businesses involved in this area of business to be part of the publication.</p>	
<p>9 A.O.B</p> <p>JW suggested an idea of TED Talks, a speaker platform where businesses can share best practice to fellow businesses in a dedicated forum.</p> <p>SM is undertaking the Certificate in BID Management and will send a short quantitative survey to the management team for completion – if your time allows.</p> <p>MB flagged that The Gatwick School is in the process of planning application with the outcome expected in June and that there is an option to comment online</p>	

All business having been completed the meeting was CLOSED at 10am.

NEXT MANAGEMENT MEETING

Wed 5th Sept – BID Management Meeting, Welland Medical, (8.30am-3pm)

DATES FOR THE DIARY

Wed 16th May – Know Your Neighbour, Crowne Plaza Hotel, (9am-3pm)

Thurs 17th May – Manor Royal Careers EXPO, Crowne Plaza Hotel, (3pm-8pm)

Thurs 7th June – Manor Royal summer football tournament, K2 Crawley, (6pm–8pm)

Fri 20th July – BID Board meeting, Thales, (8.30am–11am)