

Friday, 12<sup>th</sup> December 2014 at The Office Building, Gatwick Road, RH10 9RZ

## BOARD MEETING NOTES & ACTIONS

**In attendance:** Trevor Williams (Thales UK) (Chair), Jeremy Taylor (Gatwick Diamond Business), Michael Deacon-Jackson (FTD Johns), Paul Searle (P&H Motorcycles), Keith Pordum (Bon Appetit), Zoe Wright (BandCE), Markus Wood (Avensys), Steve Sawyer (MRBD Limited), Joanne Rogers (Prowse)

**Apologies:** Cllr Peter Smith (Crawley Borough Council), John Peel (Coast-to-Capital LEP),

Meeting outcome	Action / outcomes
<p><b>1 Welcome</b> Trevor Williams opened the meeting and welcomed new directors (Keith Pordum, Zoe Wright and Markus Wood) to their first Board meeting.</p>	
<p><b>2 Nominations</b> Trevor Williams was nominated and appointed to serve as Chair. Keith Pordum was nominated and appointed to serve as Vice-Chair.</p>	<p>TW &amp; KP to serve as Chair and Vice-Chair respectively until the next AGM.</p>
<p><b>2 Approval of minutes</b> The minutes from the previous Board meeting of 15<sup>th</sup> August were approved.</p>	
<p><b>3 Current Budget Position</b> The Executive Director provided an update on Finance and Projects.  No particular concerns were reported. Matters were in hand to collect a small sum of levy income outstanding (£5,655). £5,130 was being proposed as a write-off figure, largely accounted for by businesses in administration. The total balance of unallocated funds (including underspends) were predicted to amount to circa £62,500 to be retained for future planned projects.  New spend items for Gateway 3 (design and professional fees), website re-design, deliver of County Oak Corner project and test sign design and fabrication were presented for approval.</p>	<p>Financial position noted and approved  New spend items noted and approved.  Chair requested information concerning spend against original budget as well as revised.</p>
<p><b>4 Issues and risks (on projects)</b> Executive Director reported the following:</p> <ul style="list-style-type: none"> <li>• Most Broadband issues were now resolved with the exception of one cabinet impacted by new development (but serving a limited number of premises) and the more complicated structures funded by WSCC. Remaining structures expected to be completed between Jan-March 2015.</li> <li>• Infrastructure for CCTV and ANPR in place. However, there were delays concerning the signing of the MoU with the Police by the property owner where receiving equipment to be mounted.</li> <li>• Information about the implications and process for providing additional winter gritting was provided, including rough cost estimates based WSCC service.</li> <li>• “Buy Manor Royal” (local trade) project due to report in January.</li> <li>• People’s Park: Maintenance responsibilities needed to be established and on-going monitoring of security arrangements were necessary, including warden patrols and CCTV coverage and entrances.</li> </ul>	<p>Board noted position on Broadband &amp; Buy Manor Royal.  Concern expressed about delays to CCTV / ANPR and asked about how this might be escalated.  Board instructed Exec Director to progress additional winter maintenance service.</p>
<p><b>5 Appointments and Recommendations</b> <u>Training:</u> Following a selection and interview process the Board received recommendation from the selection panel to approve the principle of working with Central Sussex College (CSC) to provide a tailored training delivery and brokerage</p>	<p>Board approved training recommendation</p>

	<p>service to Manor Royal companies via the BID. Board commented on commitment by CSC to commit to filling places and not just rely on the BID, branding had to be right, measures of success to be put in place and to include quality standard, periodic cost comparison important to maintain value for money and benefit.</p> <p><u>Wayfinding &amp; Signage:</u> The initial audit and design stage had been completed and the Board received information about the proposed “family of signs” solution and the initial cost estimate for delivery. The Board were asked to approve moving this project forward for delivery.</p> <p>Board stressed the importance of sound procurement and legal advice on appointment of contractors to protect the BID and investment and making opportunities available to local companies.</p>	<p>subject to comments.</p> <p>Board approved progressing signage project subject to comments.</p> <p>TW to provide contact within Thales for legal advice.</p>
6	<p><b>Future budget proposal (Year 3 2015-6)</b> Executive Director presented a budget proposal for year 3 that included appointment of part-time support, additional central costs associated with forced office move and allowance for fully audited accounts and “Core services” (including marketing &amp; events, communications, local trade, training brokerage, business watch and easit membership). Balance of £203,445 to be allocated for delivery of new projects, primarily Gateway 3 and Signage &amp; Wayfinding.</p> <p>Board were informed of those projects that at this time had not been prioritised. Of which the Board reiterated the intention to look to provide additional winter maintenance (subject to further investigations) and that funding may be required for Gatwick Road footbridge replacement and Crompton Way TRO.</p> <p>Board required Sussex Wildlife commitment to be kept under review and that the appointment of an assistant was important to ensure continuity and robustness of BID.</p> <p>The requirement to secure additional / third party funding was emphasised and that it was not acceptable for the BID to meet all the associated costs of improving Manor Royal as this should be a shared priority.</p> <p>The Board rejected increasing the levy charge to businesses for inflation and agreed that the levy charge to be held at Year 2 (2014-5) levels.</p>	<p>Budget proposal for Year three approved.</p> <p>Exec Director to report on success of securing third party contributions.</p> <p>Year 3 levy bills to be held at Year 2 levels.</p> <p>Board noted that the outcome of third party applications for funding would require a fundamental re-working of projects and budgets.</p>
7	<p><b>Any other Business</b> <u>Gatwick Airport:</u> Latest position on Commission noted. Support demonstrated at Showcase noted although MRBD’s stated position had not fundamentally changed. <u>Communications:</u> JR updated Board on latest communications position, including revamped website proposal and up and coming Know Your Neighbour event. <u>Permitted development rights:</u> Board were updated on latest position and stressed the Board supported Crawley Borough Council pursuing Article 4 Directives to protect Manor Royal for employment and business uses.</p>	<p>Gatwick press release to be amended.</p> <p>Board members encouraged to sign up to KYN 2015.</p> <p>Crawley BC to be encouraged to explore Article 4 directive.</p>

**All business having been completed the meeting was CLOSED at 1130am.**

**DATES FOR THE DIARY** (Call for volunteers to host a future Board or Management Group meeting).

- 21 January 2015 (830am) Management Group meeting
- 12 March 2015 (all day) Know Your Neighbour 2015
- 13 March 2015 (900am) Board meeting