

Friday 20th December 2013 at The Office Building, Gatwick Road

BOARD MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Jeremy Taylor (Gatwick Diamond Business), Cllr Bob Lanzer (Crawley Borough Council), David Covill (Crawley Borough Council), Steve Sawyer (MRBD Limited), Paul Searle (P&H Motorcycles)

Apologies: None

Meeting outcome		Action / outcomes
1	<p>Approval of minutes The minutes from the meeting of 25th September were approved.</p>	
2	<p>Budget Budget presented and agreed. BID levy income collection at 97%. Only very few (7) levy payers subject to further action. Carry forward projected to be £73,000 largely due to lower than expected running costs and no spend to date on marketing or local trade promotion. Major spend on capital projects occurs in 2014.</p> <p>Executive Director stated he did not intend to appoint an assistant until the marketing and events team was in place at which time a view would be taken. Any underspend to be recycled into projects.</p>	<p>Board requested the situation re:support to be kept under review. Review date: Q1 2014/5 (June 2014).</p> <p>Detailed budget would need to be agreed not later than 15th March. Exec Director to set a date for meeting to sign off budget.</p>
3	<p>Capital Projects update Executive Director provided an update on the three main year one capital projects.</p> <p>Broadband: Contract signed and first payment made. Surveys scheduled to be completed by end of June 2014 (Q1 14/15). Final payment on completion.</p> <p>CCTV / ANPR: Approval from Sussex Police and Crime Commissioner Office has been received allowing detailed conversations with Sussex Police CCTV and ANPR teams to be progressed. A Memorandum of Understanding (MoU) is being drafted.</p> <p>People's Park: Detailed design and survey work has been completed. Planning application has been submitted to Crawley Borough Council. A separate planning application to allow tree works to be undertaken has been submitted separately.</p>	<p>Exec Director – to set up a meeting with WSCC to inform them of progress and future programme of works.</p>
4	<p>Marketing and Comms Following a selection process involving written submissions, short-listing and interview it was recommended to appoint Prowse as marketing, comms and PR support to the BID. Thanks to Jeremy Taylor and Samantha Jackson (Welland Medical) for their support.</p>	<p>Board approved. recommendation</p>
5	<p>Five Year Plan (years 2 to 5) Executive Director presented a report setting out the key objectives of the BID as described in the Business Plan, the stated priorities / issues for Manor Royal businesses and a costed plan by activity area. This included a budget for marketing and comms, promoting trade and inter-trade, events and infrastructure / capital projects. An outline proposal for future capital spend was also provided with indicative costs.</p> <p>A number of items had not been costed or ruled out on the basis of a poor match</p>	<p>Principal of establishing a forward plan was agreed.</p> <p>SS – to liaise with Allen Scott re:capital programme</p>

	<p>between cost and ranked priority. This did not mean that priorities could not change. It was important that the BID remain flexible and responsive to changing needs but agreement of a forward plan would provide certainty to all. It would also help with attracting additional investment from third parties.</p> <p>Board commented:</p> <ul style="list-style-type: none"> • More detail needed about the capital projects, including scrutiny of costs. • The areas were broadly correct and consistent with plan. • Importance of improving appearance emphasised. • Putting in place actions to help promote local firms and local trade were important, as was looking at ways to reduce costs through group buying. • Appointment of contractors and service providers to the BID must be done in a transparent way to avoid criticism. • Consideration of a standard contract was suggested with appropriate legal advice to help protect MRBD Limited interests. • MRBD Ltd needed to share this with WSCC, CBC and other potential supporters • Advice provided concerning how verges could be protected that could be applied usefully in Manor Royal • It was noted that funding for new pedestrian crossing on Fleming Way had been provided via section 106 monies • Needed to progress solution to parking issues on Gatwick Road, including putting in place the Traffic Regulation Order (TRO) • The desire for improved facilities and services for staff was noted e.g. small scale shops, gym etc. This was beyond the scope of the BID to deliver by itself and that market forces would be a key driver. 	<p>SS – to produce tender docs for works.</p> <p>SS – to produce standard contract</p> <p>SS/PH – to follow up on Gatwick Road TRO progress</p>
6	<p>Strategy and policy</p> <p>The recent decision on Gatwick Airport was noted as was the request that MRBD Limited makes comment on the Economy Section of the Crawley Local Plan.</p>	<p>SS – summarise Local Plan economy section to facilitate comment.</p>
7	<p>Other matters</p> <p>Opportunity to partner with Sussex Wildlife Trust (SWT) to provide an added level of site maintenance (specifically the park), team building and volunteering days and publicity was presented. As well the extension of the GatwickDiamindJobs.com partnership.</p>	<p>Board agreed to SWT partnership and extension of GDJobs agreement.</p>

FUTURE MEETINGS (all meetings take place between the hours of 830am and 1100am)**

22 January 2014: Management Group (Doosan House, Manor Royal)
12 March 2014: Board and Management Group (TBC)
14 May 2014: Management Group (TBC)

****Volunteers for hosting any of the above meetings to get in touch with SS. Board meetings up to 7 people, full MRBG meetings (Board and Management Group) up to 15**