

Manor Royal Business Group (MRBG) – Board and Management Group meeting outcomes 25 SEPT 2013

In attendance

BOARD meeting: Trevor Williams (Thales UK) (Chair), Paul Searle (P&H Motorcycles), 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)

MANAGEMENT GROUP meeting (the above plus): Mark Curtis (Split Image), Tony Maynard (CGG), Eddie Finch (Auditel), Chris Primett (Welland Medical), Mel Mehmet (easit), Jeremy Day (Doosan), William Perks (Peter Perks Limited)

Apologies received: Keith Pordum (Bon Appetit), Marie Ovenden (West Sussex County Council)

BOARD Meeting outcome		Action
1	Welcome: Cllr Bob Lanzer welcomed to the Board as the new Cabinet Member for Planning and Economic Development at Crawley Borough Council.	SS – to register Cllr Lanzer as new Director
2	Budget Budget presented and agreed. BID levy income collection at about 95% (5% outstanding). Running costs are lower than expected and projected to be underspent by year end allowing reinvestment into projects. At present levels of actual project commitments there is an estimated £6,150 projected underspend against budget. Total uncommitted funds available to year end is circa £35,000. In the first year the capital infrastructure projects represented major spend areas and that some smaller projects had not yet been formally committed to. In terms of non-payers (bad debts) the Board agreed it was important to pursue these as per the stated operating agreement to ensure every business made their contribution.	DC – to instruct Crawley BC team to collect levy as per agreement
3.	New office and trading address The MRBD Limited office and trading address to be moved to the Office Company on Gatwick Road as of 1 st October. CGG’s contribution for providing space and trading address to this point was acknowledged.	Board agree office move.
4.	Membership The importance of the widest possible engagement was noted. The first AGM (September 2014) was agreed as an opportune time to invite elections to the Board. The value of rotating and renewing membership of the Board and Management Group was noted to help introduce new ideas. Consideration also ought to be given to ensure membership is geographically well spread. Terms of reference need to reflect this.	SS – revisit terms of reference.
5.	Support The Executive Director was encouraged to begin the process of finding suitable support, probably part-time. Question raised about the HR support members of the group might be able to offer on recruitment. It was also noted that some form of technical BID support e.g. from PfBB, at least in its first year, might be useful but that the autonomy and independence of MRBD Limited was crucial. Any technical support should be “light touch”.	SS – to draft person specification and circulate. SS – to discuss with PfBB
MANAGEMENT GROUP Meeting outcome		Action
1.	Welcome: Management Group members were welcomed. Apologies noted.	
2	Minutes from last meeting. Minutes were approved. Outstanding Actions - Signed MoU and Baselines from WSCC still outstanding.	SS – to liaise with WSCC
3	Budget Latest position on budget (as above) presented and noted. On projects: An update on project status was presented and discussed.	

	<p>Broadband: A small task and finish project team had met and independent technical support secured to advise. It was noted that Manor Royal might be included as part of the BDUK Rural Broadband project. Given the importance of this issue the project team endorsed an approach whereby MRBD Limited explores the available options with a view to identifying the best solution for Manor Royal, which might include a tender process to identify a partner. Discussions with possible providers were progressing and a decision would be made in October about undertaking a tender exercise.</p> <p>CCTV / ANPR: The group were reminded that a decision had previously been made to work with Sussex Police to monitor the cameras to ensure Manor Royal benefitted from being part of the police network of cameras and intelligence. This would be dependent on Sussex Police satisfying new IOC standards for the cameras. Decision was expected at the end of October. If Sussex Police cannot satisfy IOC standards an alternative method of recording / monitoring would have to be organised.</p> <p>People's Park: Architect and Project Manager (David Allen of Scott Allen Associates) appointed. Initial surveys and designs to be drawn up and consultation involving Manor Royal users to aide design and eventual planning application expected end October / early November. SS and TW meeting with David Allen to finalise details of appointment and next steps. SS reminded group that opportunities to be involved in the design, construction and on-going maintenance of the park were available to Manor Royal staff and businesses on an ad hoc or longer term basis.</p> <p>NOTE: CCTV and People's Park both benefit from WSCC Kick Start funds in addition to BID funds. There is a requirement for WSCC funds to be spent by the end of the financial year. On-going maintenance of the Park, which on an annual basis should be minimal, have not been agreed and may fall to the MRBD. This may need to be factored into future years budget expenditure.</p>	<p>SS/MC – to report back on decision to progress to tender.</p> <p>TW – to write to Louise Goldsmith (WSCC)</p> <p>SS – to liaise with the police.</p> <p>TW/SS – to meet David Allen.</p> <p>ALL – contact SS if your business or staff are interested in volunteering opportunities.</p>
4	<p>Update on partners A reminder that six initial partnerships have been agreed (aligned to the Business Plan) and available to Manor Royal businesses as part of the BID at either free, reduced or preferential rates. These are easit (travel), GDJobs.com (recruitment), Business Watch (security), Auditel (Procurement), West Sussex Credit Union (Manor Royal Savers) and Crawley Town FC.</p> <p>A general update was provided. Mel Mehmet (easit) and Eddie Finch (Auditel) discussed some solid progress but a need to improve the awareness of these benefits and of the MRBG and BID generally that would help improve uptake. This was likely to be the same for the other partners. The need to improve awareness was noted and discussed.</p>	<p>SS/TW – to meet with WSCC re:broadband and kick start projects</p> <p>SS – to progress capital projects as a priority</p>
5	<p>Roads and Highways: Major roadworks were planned in Manor Royal affecting Manor Royal, Fleming Way and Faraday Road. Work to begin Mid-October. It was noted that this was a good result for the MRBG as it meant works had been brought forward by two years. The support of the County Council was acknowledged.</p> <p>Work to implement TRO (Traffic Regulation Order) to improve parking in Gatwick Road was underway. Next steps to consult with businesses in the area and organise local consultation.</p>	<p>SS – forward details of roadworks through normal distribution channels.</p>
6	<p>Strategic issues Now the MRBG is up and running it needed to form a position on key strategic issues affecting the area and the businesses including: Gatwick Airport, planned development and strategic planning, key strategic partners (Gatwick Diamond Initiative and Coast to Capital LEP) in order to lobby and influence decisions in a</p>	<p>SS – draft Gatwick School statement</p> <p>TW / Board / ALL –to</p>

	<p>coherent way.</p> <p>The current topic of the proposed Gatwick Free School (at Gatwick 23) was discussed and a response would be drafted.</p>	<p>consider approach to producing strategic position statements.</p> <p>TW – had been invited and was inputting to the West Sussex Economic Commission</p>
7	<p>Priority Activities</p> <p>In addition to matters already discussed and planned the following areas were highlighted as key:</p> <p>Marketing & Promotion: Expertise was needed to improve the way in which MRBD Ltd communicates with Manor Royal businesses and people. This was critical to make sure everyone knew what was going on and the benefits of the BID. Also important to help with raising the profile of businesses.</p> <p>Promoting Trade: Know Your Neighbour was a good concept but needed to be built on. The directory would be a good addition and possibly a meet the buyer type initiative.</p> <p>Buying and procurement: Sharing of information between businesses about good suppliers of services would be helpful alongside group buying and other cost reduction initiatives.</p> <p>Business support: Interest in HR Forum noted and the possibility of using on-site expertise to assist small businesses that don't benefit from a dedicated in-house resource. There are likely to be other areas where MRBD could facilitate the development of an on-site resource to provide support and it was noted that there were providers interested in working with MRBD to provide this.</p>	<p>IMPORTANT</p> <p>SS – to look into these areas and deliver / facilitate as appropriate however support from volunteers to form work teams would ensure speedier delivery and a better result / product.</p> <p>Volunteers either from within the group or suitable candidates from outside should contact SS.</p>
8.	<p>AoB and issues raised</p> <p>Approaches had been made to MRBD for support on various matters including a new pedestrian crossing, improving signage in various areas (including County Oak) and WiFi enabling buses. It was important that MRBD was consistent in handling these types of approaches for support. The MRBD has a finite resource and must use it in the most effective way for the benefit of the most businesses and Manor Royal people. SS to look into other sources of funding and to bring others for consideration when budget and project planning for next year as this year's budget was fully committed subject to projects coming in under budget.</p>	<p>SS – to action</p>

NEXT MANAGEMENT GROUP MEETING:

Wednesday, 20 November 830am to 1130am

NEXT BOARD MEETING:

Wednesday, 18 December 830am to 1130am

FUTURE MEETINGS**

20 November 2013: Management Group (Welland Medical, Brunel Centre)
18 December 2013: Board (Welland Medical, Brunel Centre)
22 January 2014: Management Group
12 March 2014: Board and Management Group
14 May 2014: Management Group

****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**