

Wednesday, 9 SEPTEMBER 2015 at Thales, War Room, Manor Royal

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Paul Searle (P&H Motorcycles), Clem Smith (Crawley Borough Council), Jeremy Taylor (Gatwick Diamond Business), Keith Pordum (Bon Appetit), Michael Deacon-Jackson (FTD Johns), Joanne Rogers (Prowse) John Peel (Coast-to-Capital LEP), Cllr Peter Smith (Crawley Borough Council), Sam Murray (MRBD Limited),

Apologies: Zoe Wright (BandCE), Markus Wood (Avensys),

Meeting outcome		Action / outcomes
1	Welcome	
2	Approval of minutes The minutes from the previous Board meeting of 24 April were approved.	
3	<p>Approval of the budget</p> <p>The Executive Director presented the finance report updating the Board on Income & Expenditure, including project costs and detailed transactions list. Major expenditure on key projects (Gateway 3 and Wayfinding) expected later in the year as they move to construction phase. Levy collection is good.</p> <p>Process for authorising orders and payments over £5,000 was discussed and agreed. Scrutiny of transactions to happen outside of formal meetings with a Board Member. Board were asked to authorise three invoice write-offs in respect of companies that had ceased trading. £90k of funds is unallocated and potential for Footbridge project pending outcome of initial investigations from WSCC.</p> <p>Detailed budget of scheme costs for Gateway 3 and Wayfinding projects were presented and commended. Purchase orders due to be raised for design stages of both schemes. It was questioned whether the draw down mechanism between WSCC and the BID was in place to secure LEP funds, to eliminate risk to the BID. There has been verbal agreement, positive meetings and proven track record with WSCC for Kick Start funding, but written agreement will be sourced prior to raising purchase orders for contracted work.</p> <p>A retained sum of £8,615.86 for Crawter's Brook is due for payment subject to final snagging. SS will go on site with Allen Scott Architects to check list and approve work for payment.</p>	<p>The Board approved the finance report including expenditure commitments and list of transactions.</p> <p>The Board approved write-offs</p> <p>SS and TW conference called Roger Harding of WSCC at meeting end to request written agreement.</p> <p>Board approved payment subject to snagging list.</p>
4	<p>Project Updates</p> <p>An overview of all current projects were highlighted in The Executive Director's report.</p> <ul style="list-style-type: none"> • Broadband – Completed and ready to promote – Launch at AGM • CCTV – Close to completion. • Footbridge – WSCC undertaking initial investigations • Wayfinding & Gateway 3 – Plans have been submitted to CBC for processing. 	<p>JR to lead promotions SS liaising with police. SS to call WSCC for an update</p>
5	<p>Work Plan Proposal for Year 4 and Outline for Year 5</p> <ul style="list-style-type: none"> • The Executive Director's report outlined running and proposed project areas for consideration and approval for Year 4 and other possible projects subject to funding. It was flagged that the BID has achieved a great deal in the first term and that future focus may be different, possibly on maintenance and security depending on Levy payer's opinion. • Mid-term survey would identify specific areas important to local business and 	<p>The Board approved the outline project areas.</p> <p>Sub group for future projects and LEP</p>

	<p>to include questions on ‘maintenance’ and ‘security’.</p> <ul style="list-style-type: none"> • Future LEP supported projects need to be registered over the coming weeks and the BID has been asked by CBC to contribute projects for consideration. The funds would be specific for projects that unlock jobs (‘employment quantum’). The Executive Director asked for volunteers to review possible future projects for submission. Chair urged the meeting to be expanded to cover early thoughts about Term Two projects. • Wifi – There was discussion over the perception of need and benefit, and the practical requirements of Wifi within the business district. • Security – London Riverside BID provides a security service. Recent crime in Gatwick Road and Car cruising in Metcalf Way in particular has raised the issue over whether the BID should offer a security service. Defining the role and selecting an appropriate security firm would be crucial. It was agreed that this requires further investigation. • Maintenance and cleanliness – The Executive Director raised the question to ask if the Board thought this was an issue. It was agreed that litter, lifted or broken paving slabs, unattended grass, overgrown hedges and old signs gave Manor Royal business district a feeling of general scruffiness. There was discussion on whether the BID should manage the site to increase the level of maintenance in line with what some other BIDs do. SS proposed an Audit to create a plan for maintenance. The Board approved initial research to indicate a ballpark for an audit and maintenance by the BID. Local authorities may be able to make it ‘good enough’ but BID could create a first class service. 	<p>application business plan meeting. SM – to arrange with SS, MDJ, KP, PS, CS, JR, TW</p> <p>SS to explore further to offer a ballpark figure for WiFi</p> <p>SS to continue liaison with police and CBC to monitor the issues</p> <p>SM to add maintenance and security to mid-term survey</p> <p>SS to investigate the costs of an audit re: infrastructure and maintenance.</p>
6	<p>AGM</p> <ul style="list-style-type: none"> • The Executive Director presented Final Audited Accounts for Year Two to be approved at the AGM. • The BID Board is keen to have representation from County Oak businesses with the prospect of becoming part of the BID. Suggestions were provided. • SS reiterated that as a formality, businesses need to ‘express an interest in becoming a member of the BID’ in order to receive an invitation to the AGM and to vote. Being a Levy payer does not automatically give a business membership. • 38 BID members have registered to attend which is a good number for a BID AGM. The AGM remains a formal constitutional event where the Manor Royal Showcase focuses on the work of the BID and a good opportunity to network and Manor Royal Matters, focusing on local issues has 75 registered to attend in November. 	<p>SS to continue liaising with businesses</p> <p>SS and SM to send AGM invites and papers imminently.</p>
7	<p>AOB</p> <ul style="list-style-type: none"> • Gateway 3 – The Board discussed issues arising and the feedback it would provide the Crawley Growth Board. • Parking issues – Businesses have concerns over parking issues. SS attended a meeting with ZW at B&CE where this is a particular issue. SS raised the question to the Board of whether a lack of parking is effecting business growth – a potential LEP assisted project if scoped well. It was recognised that this was an issue that needs a holistic approach and that required specialist input to supplement the initial workshop chaired by JT. 	<p>SS to formally feedback Board response to the Growth Board.</p> <p>SS and SM to liaise with WSCC and CBC to identify the right people to investigate possible solutions – and report back to JT.</p>

All business having been completed the meeting was CLOSED at 10:40am