

Thursday 24th July 2014 at Virgin Atlantic, The Base, Fleming Way, RH10 9GT

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Jeremy Taylor (Gatwick Diamond Business), David Covill (Crawley Borough Council), Steve Sawyer (MRBD Limited), Jeremy Day (Doosan), Mark Curtis (Split Image), Eddie Finch, (Auditel), Paula Jeffrey (Grant Thornton), Tony Maynard (CGG), Caroline Hitchcock (B&CE), Joanne Rogers (Prowse), Paul Searle (P&H Motorcycles), Chris Primett (Welland Medical), William Perks (Peter Perks Limited), Oliver Ellingham (Lok'nStore), John Peel (Coast-to-Capital LEP), Fergus McLardy (BE Group) (GUEST)

Apologies: Trevor Williams (Thales UK) (Chair), , Marie Ovenden (West Sussex County Council), Sarah Godfrey (Virgin Atlantic), Mel Mehmet (easit), Michael Deacon-Jackson (FTD Johns), Keith Pordum (Bon Appetit), Brett North (Elekta)

Meeting outcome	Action / outcomes
<p>1 Welcome Jeremy Taylor (substituting for Trevor Williams as Chair) welcomed Oliver Ellingham and Fergus McLardy to the meeting.</p>	
<p>2 Approval of minutes The minutes from the meeting of 14th May were approved.</p>	
<p>3 Finance and Executive Directors report The Group received and accepted the Finance and Executive Director's report.</p> <p>Executive Director reminded the Group of the forthcoming AGM (25th September) and the need for all qualifying BID levy paying companies to register as members of the BID Company. This is a requirement of the company's articles in order to receive an invite and participate in the business of the company at the AGM.</p> <p>On finance there are no concerns. The major projects the BID has committed to are as expected. Main concern relates to the CCTV/ANPR project, particularly the ANPR element.</p>	<p>SS to circulate list of registered members.</p> <p>Management Group members to register as members of the BID company.</p> <p>SS to continue liaison with Sussex Police.</p>
<p>4 Increasing trade – Local Trade initiative “Buy Manor Royal” The Group received a presentation from Fergus McLardy (Regional Operations Manager, BE Group) about the scope and progress of the Local Trade initiative “Buy Manor Royal”.</p> <p>The BE Group were appointed after a competitive process to assess the potential for encouraging local trade between and for Manor Royal companies.</p> <p>Early phase work requires identifying the appropriate contact within the business with buying and selling responsibilities. The conclusion of the work will be a detailed report with recommendations for action, plus a trade database.</p> <p>Fergus outlined the targets for engagement and the challenges which are primarily around engagement and communication for which the support of the Group was requested. Businesses were being engaged via a mix of questionnaire, face-2-face meetings and telephone interviews. Findings expected 22 October 2014.</p> <p>Eddie Finch, emphasised the link to the Procurement Hub activities. Important the comms were seen to be branded and come from the BID to aide engagement and to remind people this was a BID funded project. Members of the Group volunteered to receive and comment on the questionnaire.</p>	<p>Fergus to circulate questionnaire to Group members.</p> <p>Members to assist with engagement and comms: (a) to identify the appropriate contacts within their companies (b) any other Manor Royal contacts</p> <p>JR to assist with marketing and comms</p> <p>EF and Fergus to make contact.</p> <p>Fergus to report to next meeting.</p>
<p>5 Local Transport Fund John Peel outlined the details of the recent announcement of an £18m Transport</p>	<p>JP to facilitate meeting</p>

	<p>Fund for Crawley via the Coast to Capital LEP. Manor Royal is specifically mentioned although a business case has to be made to the Department for Transport to draw down the fund for specific projects.</p> <p>MRBD should be involved. A meeting between Ian Parkes (LEP) and MRBD Limited is a required.</p>	<p>with Ian Parkes.</p>
<p>6</p>	<p>Manor Royal Projects</p> <p>Executive Director reminded the Group of the budget commitments for this year (Year 2, 2014/5) and the predicted future year commitments. In summary, once running costs and commitments are taken account of approximately £125k per annum is available for investment in projects.</p> <p>Delays to the identified projects for 2015/6 have been experienced. Specifically Gateway 3 (due to issues concerning A23 realignment) and County Oak Corner (recent changes in ownership following sale). The delay was frustrating and reflect elements of these types of projects that are complex and depend on other parties.</p> <p>The Group were asked to consider the projects report and made the following decisions;</p> <ol style="list-style-type: none"> 1) Agreed to proceed with the Area wide signage and wayfaring project and make the appropriate appointment. 2) To proceed with the design phase for Gateway 3, although Executive Director to liaise with Gatwick Airport re:detail and timing of A23 realignment. 3) Proceed with the Gateway 1 (Gatwick Rd) Bridge re-design with WSCC 4) Proceed with subway project (agreed from previous meeting) 5) Training Brief to be sent to sub-group for further consideration and approval before issue. Nominations include: Jeremy Day (Doosan), Caroline Hitchcock (B&CE), Helen Gilbert (Welland), William Perks (Peter Perks), Mark Curtis (Split Image). 6) Low-level interventions concerning run down verges, corners, curbs and roundabouts should be pursued with initial focus around Newton Road(*). 7) Proposal for a dedicated Manor Royal Warden not approved at this stage. 8) County Oak Corner remains on hold until ownership issues are resolved. <p>(*) Comment made that this is a difficult problem to solve as the arrangements of the road cause lorries to damage corners in order to make safe turns into centres like the Brunel Centre to avoid other road users and users of the food outlets.</p> <p>Other comments were made about the poor conditions of the roads, areas around the burger vans, use of hoardings for empty sites, Christmas lights, over-grown vegetation encroaching on footpaths, condition of footpaths and cycleways and the general standard of maintenance.</p> <p>Caution was expressed by the group to avoid undertaking works that ought to be the responsibility of others.</p>	<p>SS to proceed as per group decisions</p> <p>SS to circulate co-ordinated training brief to sub-group for comment</p> <p>SS to liaise with local authority about the “low level” interventions</p>
<p>7</p>	<p>Marketing update</p> <p>Joanne Rogers (Prowse) updated the group on recent marketing activities. The Group noted the integrated approach being adopted in respected of marketing and comms, the delivery of the People Forum (formerly HR Forum), recent press coverage, web stats and up and coming events.</p> <p>The Group approved of the proposals for:</p> <ul style="list-style-type: none"> • logo re-design (requirement to develop different applications of the logo) • an enhanced events programme. • Web re-design (target for completion in time for the AGM). Comment made about the application of “heritage” images dating the site. • Application of new logo to refresh comms e.g. newsletter and eBulletin. 	<p>JR to develop the logo, its various applications and corporate guidelines for its use.</p> <p>Logo to be made widely available for use by MR businesses.</p> <p>JR/SS to proceed with re-design and events.</p>

8	<p>Any other Business</p> <p>Procurement Hub: Eddie Finch reminded the group of the recently launched group waste project. Recent progress on savings via the Procurement Hub had focussed on a range of cost areas and, for some, savings had been made in excess of their BID levy. EF to supply information to SS for the Annual Report and promotion.</p> <p>Future meeting programme: SS to circulate future meeting dates.</p>	<p>EF to provide details of the Procurement Hub to SS and JR</p>
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All business having been completed the meeting was CLOSED at 1110am.

FUTURE MEETINGS and DATES FOR THE DIARY

- 15 August: Board meeting**
- 10 September: Management Group**
- 17 September: South East in Bloom Awards Ceremony**
- 17 September: Crawter's Brook People's Park Formal Opening (lunchtime)**
- 25 September: AGM (Premier Inn, 5pm)**
- 08 October: People Forum(lunchtime)**
- 20 November: Manor Royal Showcase, Thales UK (5pm)**
- 02 December: People Forum (lunchtime)**