

BOARD MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MRBD Limited), Trevor Williams (Thales UK) (Chair), Michael Deacon-Jackson (FTD Johns), Cllr Peter Smith (Crawley Borough Council), Tim Rose (Elektta), Julie Kapsalis (Coast-to-Capital LEP/Chichester College Group), Paul Searle (P&H Motorcycles), Yvonne Taylor (PPL Insights), Chris Oxlade (MRBD Limited), Tony Maynard (CGG), Clare Silva (MRBD Limited), Keith Pordum (Bon Appetit) (Vice-Chair), Clem Smith (Crawley Borough Council, Markus Wood (Avensys).

Apologies: Cllr Bob Lanzer (WSSC), Marie Ovenden (WSSC), Nick Burrell (WSSC).

Meeting outcome	Action / outcomes
<p>1. Welcome Trevor Williams welcomed everyone to the meeting. He asked the Board to approve the minutes from the previous meeting which was agreed.</p> <p>ACTION 01: Minutes from 11 Dec 2020 were approved by the Board with a show of 'virtual' hands. (Item A, Section 1)</p>	<p>Board approved the minutes from 11 Dec 2021 meeting.</p>
<p>2. Finance latest</p> <p>Steve Sawyer advised the Board that the budget position now (2020/21) and next year (2021/22) remains unchanged from February Management Group meeting, apart from some small amounts of BID Levy Income received.</p> <p>Manor Royal BID Levy Leaflet 2021/22 was shared with the group prior to the meeting. This will be sent out mid-end of March issued with 2021/22 BID Levy bills (due to be issued in March 2021).</p> <p>ACTION 02: The Board noted the BID Levy Leaflet details, including budget and project details.</p>	<p>The Board noted the BID Levy leaflet details.</p>
<p>3. Services and projects update (Item C, Section 2)</p> <p>Steve Sawyer gave an overview of the services and projects, highlighting those that are noteworthy or that have changed since the last meeting including:</p> <p>Manor Royal News - the next issue of will be a property special, to be distributed in April (postponed from Jan).</p> <p>Manor Royal Know Your Neighbour 2021 - will now happen online using a virtual events platform. The event is scheduled to take place 12 May 2021.</p> <p>Crawley Metcalf Way Waste and Recycling Centre - WSSC are looking to trial a booking system for using the waste and recycling centre. This is likely to prove controversial but is something the BID suggested due to the disruption from excessive queuing during busy periods. It is proposed that the BID formally supports the proposal.</p> <p>Roadworks – will start 08 March affecting northbound carriage of the Gatwick Road near to LoknStore. This will involve closure of a section of the northbound carriage and diversions. See www.manorroyal.org/roadworks</p> <p>ACTION 03: The Board noted progress providing – no further comments. ACTION 04: The Board confirmed the BID's support for Waste and Recycling Centre booking system trial.</p>	<p>The Board noted progress of services and projects.</p> <p>The Board confirmed the BID's support for Waste and Recycling Centre booking system trial.</p>
<p>3. Manor Royal Projects Pack #3 Brief (See separate attachment)</p> <p>Steve Sawyer explained to the Board that the Manor Royal Projects Pack, which was</p>	

	<p>circulated to the Board prior to the meeting, includes:</p> <ul style="list-style-type: none"> • Review of projects delivered • Review of schemes yet to be delivered • Identifies any new projects and to include an area-wide • Environmental Audit & Improvement Programme in response to areas of low quality requiring smaller scale interventions to improve the public realm and presentation of the area. <p>The last review took place in 2017 covering what MR BID has done, and what is still outstanding and if still viable.</p> <p>Clem Smith advised he is happy to link into Towns Deal board</p> <p>Composition of groups to take forward projects. One being the MR BID – representatives from BID Board and BID business community representation. Steve Sawyer will chair the group.</p> <p>There were no further comments from the Board and the outline was agreed.</p> <p>ACTION 05: Board agreed outline brief for BID Team to seek quotes for cost of work.</p>	<p>Board agreed outline brief for BID Team to seek quotes for cost of work.</p>
<p>4.</p>	<p>Consideration of Local Plan Review Feedback (See item E, Section 3 & by separate attachment)</p> <p>Steve Sawyer discussed the Crawley Borough Council Local Plan Review, which was circulated to the Board, prior to the meeting.</p> <p>Steve highlighted the importance of the BID providing a representative response. The response needs to be submitted by 31st March. Steve went on to give an overview of the BID’s formal response and comments were noted.</p> <p>Tony Maynard advised he has read the BID’s response and is happy with the contents.</p> <p>Tim Rose and Trevor Williams also agreed.</p> <p>Any additional comments to be sent to the BID office by 12th March, for submission 15th March.</p> <p>ACTION 06: Board to contact the BID with any comment 12th March for submission to Crawley Borough Council 15th March.</p>	<p>Julie K left the meeting at 2pm</p> <p>Board to contact the BID with any comment 12th March for submission 15th March</p>
<p>5.</p>	<p>AOB</p> <p>Towns Fund update (Item F, Section 4):</p> <p>Peter Smith advised the group that the budget announced a fund of £45 million for Margate and Crawley. Unsure why the towns were grouped together. £21.1 million will be coming to Crawley. The virtual village project has been omitted from the funding but all other projects successful.</p> <p>Monies will arrive Spring 2022. Clem Smith is currently pulling together a detailed business plan. The Town Deal Board are in place.</p> <p>Manor Royal BID will play a crucial part in bringing this together.</p> <p>The Towns Deal Investment Plan includes a number of different project areas.. Peter Smith gave a request for experts in the renewable/green industries. Doers who know how to make a difference including (not exclusively) experts in Solar panels, Skills training etc.</p> <p>Steve Sawyer mentioned how we he had repeatedly fedback on this and the importance of aligning this Town Deal project area to the work of ReEnergise Manor Royal (which has a Steering Group and business engagement), and on that basis was</p>	

	<p>happy to be involved.</p> <p>Steve Sawyer announced that the Freeport BID unfortunately wasn't successful.</p> <p>Steve went on to give some good news for the BID, that the Digital Signs rating value has been reviewed the previous maximum rate of £18,000 per sign has been reduced to £1,000 per sign, making a significant impact to the revenue to the BID. The rate reduction will be backdated to April 2019. Steve stressed the importance of updating the reports covering finance and performance to update partners e.g. West Sussex County Council.</p>	<p>Markus Wood to provide updated reports for Digital Signs.</p>
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All business having been completed the meeting was CLOSED at 14.32