

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 (Elekta), 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) Marie Ovenden (WSCC).

Apologies: Cllr Bob Lanzer (WSCC), Nick Burrell (WSCC), Keith Pordum (Bon Appetit) (Vice-Chair), Markus Wood (Avensys), Clem Smith (Crawley Borough Council).

Meeting outcome	Action / outcomes
<p>1. Welcome Trevor Williams welcomed everyone to the meeting</p>	
<p>2. Actions from 3 July 2020 Steve Sawyer noted actions taken.</p>	<p>Minutes approved.</p>
<p>3. Finance latest</p> <p>Budget Overview (see Section 2a). Working on a 75% BID levy income. Usually at 95% at same time in previous years, currently stands at 50%. Discussed the risk on levy collection being very difficult to predict. Reinstating the BID Levy collections in September should see an increase in levy income. ACTION 02: Budget approved by the Board.</p> <p>Project Spend (see Section 2b). BID events have been postponed and are not likely to resume until February 2021, resulting in a likely cost saving.</p> <p>Training – The full training budget with Crawley College is unlikely to be spent, with all face to face courses being replaced with online programme, A commitment of a £5,000 spend to MicroLearn for a package of online training and previously been agreed.</p> <p>Ranger recruitment – recruitment has been on hold and the BID propose restarting recruitment in October.</p> <p>Security radios – Quotes previously obtained, and the BID propose restarting introduction of the security radios.</p> <p>Arts and Heritage Trail/ Pocket parks – The BID propose Budget restored to complete planning and detailed design on two sites.</p> <p>Trevor Williams (TW) noted the importance for the BID to be seen as active and effectively using the BID levy to improve facilities and services on Manor Royal.</p> <p>ACTION 03: The Board approved commitment to restoring budget for Trails, Rangers and Security Radios</p> <p>Request from Smyths Toys for 25% levy reduction was discussed. Total liability £3,500. Recommendation from the Chief Executive of British BIDS has recommended not to approve this request. The BID supports this as will set a precedent to all levy payers and undermine the viability of the BID, which has still been delivering services throughout COVID19.</p> <p>Peter Smith (PS) noted a similar situation with neighbourhood shopping parades, and decision was made to charge the full rent.</p> <p>Steve Sawyer advised that payment plans are available for businesses who struggle to pay their Levy.</p> <p>The recommendation was made for the BID to draft a formal statement explaining its position in respect of BID Levy collection and why it is important that BID Levies are paid in full.</p>	<p>Board approved the budget.</p> <p>The Board approved to restore budgets for Trails, Rangers and Security Radios.</p> <p>The Board unanimously agreement not to approve a 25% discount levy reduction.</p> <p>The requirement for the BID to prepare a formal set position on this was noted.</p> <p>The Board noted the revised cashflow</p>

	<p>ACTION 04: The Board were all in agreement not to approve a discount Action 04a: Noted the requirement for the BID to prepare a formal set position on this.</p> <p>Cashflow Forecast to year end (Aug 20 to March 21) was presented (see Section 3). ACTION 05: To note the revised Cashflow Forecast</p>	<p>forecast.</p>
<p>4.</p>	<p>Manor Royal Recovery Plan</p> <p>Steve Sawyer gave an update on progress to date (see Section 4 and separate attachment – NOTE: separate Progress Tracker is for Information). Actions relating to the initial phase (1) “Shock & respond” and moving into the second phase (2), “Reset and restart”, show a lot of actions either completed or ongoing. The final phase (3), “Transform & grow”, still shows many actions not yet started as – for the most part – we have not yet entered that phase of activity.</p> <p>Yvonne Taylor noted her approval of the Manor Royal Recovery Plan and ‘the good work’ the BID has done.</p> <p>ACTION 06: The Board were asked to note the progress – noted The Board were asked if in agreement for the Summary to be posted on the BID website – all in agreement</p> <p>Trevor Williams (TW) highlighted the need for the BID to be open and transparent. Yvonne Taylor (YT) supported this noting how this presents a good argument for not agreeing to give discounts on the BID levy payments.</p>	<p>The Board noted the progress</p> <p>The Board agreed for the Summary and detailed “Progress Tracker” to be posted on the BID website</p>
<p>5.</p>	<p>Taskforce update:</p> <p>Peter Smith (PS) gave an update on the Taskforce, noting the hard work Clem Smith has put in, and the reason he was unable to attend today due working towards the deadline to submit the initial version of the Town Investment Plan (TIP) to Government. Final draft of the plan will go to the Council’s Cabinet to sign off before ministerial sign off by Government (provisional deadline of November 2020). If successful funds to be available early 2021, with projects starting April 2021.</p> <p>PS highlighted the BID as exemplar in their strength of business vision and project preparedness. PS advised that £1 million has been earmarked to supporting both the Gigabit broadband and the Arts and heritage Trails/microparks with a 50/50 split. 1st tranche decision expected 1st September.</p> <p>Trevor Williams (TW) mentioned the letter that he had written and submitted to Cllr Peter Lamb 6 weeks ago had not received a response. PS advised that he was aware of the letter and that Peter Lamb will respond and will now be a priority.</p> <p>There was a discussion around the support grant allocation and the how this has been split across the counties. Crawley has seen an allocation of just £12M, whereas Horsham has been allocated £25M and Chichester £32.5M.</p> <p>Croydon BID has started a Repurpose the Surplus campaign to ensure funds not being used in some areas are fairly distributed to others still in need. A suggestion was made that through the Crawley Taskforce there was an opportunity to coordinate a response to Government highlighting the unfairness of funding allocations made available to Crawley businesses, a town that is predicted to be one of the worst hit by the COVID19 crisis where many businesses miss out on any grant support.</p> <p>PS advised that in Crawley 66% of businesses have not received any grants. Peter is happy to meet with the BID to discuss further offline.</p>	<p>Board to receive</p>

	<p>Steve Sawyer presented the Risk Register that highlights risk to the BID Operation, Projects and Services as a result of COVID19. This is a management tool for the Board and not for public use.</p>	
	<p>A.O.B</p> <p>Tim Rose noted the increase in Elekta staff returning to the office from Monday 3rd August. They will be rotating staff with 50% in at one time. Elekta's manufacturing side is in full production. Tim also noted issues with DPD vans parking down the road (Fleming Way). SS advised there are no parking restrictions currently in place, however the parking management plan will deal with this issue. Marie Ovenden advised Tim to report this to the Highways department.</p> <p>Trevor Williams gave a big thank you to the BID team, Steve Sawyer, Chris Oxlade and Clare Silva for keeping the BID going through challenging times.</p> <p>Clare Silva reminded the Board that the Manor Royal training has now been launched online with courses running from August onwards. This includes the first online Mental Health First Aider training. Any interested businesses to get in contact with Clare@manorroyal.org</p> <p>Marie Ovenden also thanked Steve Sawyer and the BID for their speedy turn around of information to inform the LEP BID submission.</p> <p>Steve Sawyer gave thanks to Marie Ovenden for all her support and that of the council, and also advised the Board and congratulated Julie Kaspsalis on her new role as Chair of the LEP.</p>	

All business having been completed the meeting was CLOSED at 11.30