

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Steve Sawyer (MR BID), Mandy Smith (Crawley Borough Council substitute for Clem Smith), Chris Oxlade (MR BID), Clare Silva (MR BID), Nicola Blake (Creative Funding Solutions Ltd), Julie Kapsalis (Chichester College Group), , Michael Deacon-Jackson (FTD Johns Ltd), Peter Smith (Crawley Borough Council), Tim Rose (Elekta), Yvonne Taylor (PPL Insights), Jeremy Taylor (The Company Connector), Martha Burnige (The Gatwick School), Marie Ovenden (WSCC), Nick Burrell (WSCC), Trevor Williams (Thales UK), Paul Seale (P & H Motorcycles), Oliver Ellingham (Lok'nStore), Mel Mehmet (easitNETWORK), Jack Bedell-Pearce (4D Data Centres Ltd), Keith Pordum (Bon Appetit), Steve Pullen (Varian), Mark Curtis (Split Image Limited), Paul Mcconalogue (Natwest), Bob Lanzer (WSCC), Samuel Evans (Transvalair), Markus Wood (Avensys).

Apologies:

John Trigg (Freedom Works), Karen Robins (L3 Harris), Samantha Jackson (Welland Medical), Mike Harris (Harwoods Jaguar Land Rover), Sarah Goulder (Basepoint Centres Ltd), Jonathan Green (Virgin Atlantic Airways), Tim McCarthy (Aurora Academies/The Gatwick School), Rachel Thomas (B&CE Benefit Schemes), Lynn Hainge (Crawley Borough Council), Jeremy Day (Doosan Power Systems), Alexandra Graham (The Gatwick School), Anthony Maynard (CGG), William Perks (Peter Perks Ltd), Clem Smith (Crawley Borough Council), Ryan Page (Espresso Solutions).

Meeting outcome	Action / outcomes
<p>1 Welcome and Introductions Trevor Williams welcomed everyone and opened the meeting. He gave a special welcome to several new Management Group members who are joining the meeting for the first time today.</p> <p>ACTION 1: The minutes from 15 Sept 2020 were approved</p>	<p>The minutes from 15 Sept 2020 were approved.</p>
<p>2 Activity and Finance latest</p> <p>a. Activity Update (see Section 2)</p> <p>Steve Sawyer gave an overview of the latest BID activities, highlighting key areas to note. The full list can be found in Section 2.</p> <p>Know Your Neighbour event in May is going to be a virtual event.</p> <p>PR and comms – Chris is doing a great job with social media and comms.</p> <p>ACTION: Activity update was noted by the group</p> <p>b. Proposed Budget for 2021/22 (see Section 3)</p> <p>Digital signs valuation is an ongoing issue. The BID is still awaiting a response to the challenge submitted to the valuation office – no time scale given.</p> <p>There is a slight uplift in central costs. Areas highlighted in yellow are areas the group can decide to turn off, should we need to save costs. Events are unlikely to cost the full £20k budgeted however virtual platforms still incur a cost, and the BID are exploring all options.</p>	<p>Activity update was noted by the group.</p>

The BID is planning and saving for the renewal process.

The BID Benefits are still ongoing, including Easit and the Jobs Board.

Manage and Maintain – increasingly important for the BID – as we increase facilities with parks and improving public realm, signage and entrance ways – there is an obligation to maintain these improvements for which the public partners cannot commit (although they usually make contributions to capital expenditure). The proposed budget provides for increasing the investment in site maintenance. Board agreed to principle of increase subject to market testing and demonstrating to board value for money.

Tim Rose supported this, highlighting the importance to maintain and manage the facilities on Manor Royal, and how costs are higher to replace. The experience of MR is important.

Mark Curtis noted that the vehicle cost is high and asked if the BID can lease or talk to local providers. Steve Sawyer advised that leasing works out more expensive over time, but no decision has been made. Good idea to speak to local providers. The BID will explore all options.

Steve went onto levy collection. The BID is comfortable with the robustness of the budget.

80-85 % levy has been collected. The Levy is 1% capped at £3,500 (1.5% levy rate is more common nationally). The mean average is £1,000 and the median is £500. 50% will pay less than £500.

100 BID levy bills outstanding. Collection stopped and restarted sept. In a normal year, court proceedings would have commenced to collect outstanding debt. The proposal is to not write-off any debts but to issue a statement as part of the next billing cycle and to take action if the debt still remains outstanding. Levy Payers will be invited to make contact with the BID to discuss payment options, which includes agreeing flexible payment plans.

Oliver Ellingham advised he feels the BID is right to be sensitive to those in hardship. Payment plans are sensible and shows compassion. However, if the BID allows debts to be written off that would not be fair on those that have paid and could cause problems for future collection. Big factor in budget to get last £90k.

Management Group were reminded that court action would commence should the debt still be outstanding as part of the next billing cycle.

Jack Bedell-Pearce suggested the BID could we look at each case by case to see who is struggling? Those who aren't facing hardship could then proceed with court action.

Steve Sawyer advised that Hardship is hard to identify and manage so feels we should treat all even-handedly and give them all the same option to contact us.

Yvonne Taylor asked if the BID has found out how to contact all businesses? Steve advised this is a piece of work still outstanding. The BID will make contact electronically or by phone where possible.

Steve advised the group that the Board discussed whether to give any discounts and it was agreed it was not good practice and wouldn't encourage payment. It also forms part

BID to explore vehicle local providers and lease options.

Steve Pullen left the meeting at 09.27

<p>of the National industry good practice guidance to not offer discounts.</p> <p>Road map to renewal:</p> <p>Steve Sawyer highlighted what the BID will deliver in next few years in lead up to renewal.</p> <p>Microparks – SS gave thanks to the borough and Towns Fund and the Towns Fund board for supporting and funding the first 4 sites. The plan for the remaining sites will be to work on design and planning so they are ready to go when funding becomes available. Delivery of the remaining sites will dependant on BID renewal.</p> <p>Other projects and services to be delivered leading to the BID Renewal were discussed.</p> <p>Mid-term review – this would normally have been carried out by now. Timing not good with the pandemic and very few businesses available, so on hold for now but will be completed by end of this year Q2-3. This provides the foundations for BID renewal.</p> <p>Partnership opportunities– The BID is currently providing support to get the Crawley Town Centre BID up and running. Potential Partnership opportunity in the future if the Board and Management Group feel this might be of some benefit to the Manor Royal BID.</p> <p>Fibre Optic Broadband – MRBD will now not be investing as City Fibre will be delivering this programme. The BID will be watching closely to ensure that all businesses benefit.</p> <p>ACTION 02: Activity update was noted by the group.</p> <p>ACTION 03: Budget for 2021/22 was noted by the group.</p>	<p>Budget for 2021/22 was noted by the group.</p>
<p>3 Town Deal (Section 4)</p> <p>Steve feedback to the Group concerning the emerging Town Investment Plan, the implications for new investment in Manor Royal and the role of the Manor Royal BID.</p> <p>Peter Smith told the group that they have been in contact with MHCLG but still not heard when the money is coming. He can confirm that the money was not been withdrawn. There were 5 successful applications in first round and 20 in second - all are still waiting for funds.</p> <p>Bob Lanzer advised that a response taking a long time.</p> <p>ACTION 04: The Management Group declared an interest in involvement in Town Board Sub-Group and/or relevant task & finish groups.</p>	<p>The Management Group declared an interest in involvement in Town Board Sub-Group</p>
<p>4 Manor Royal / Gatwick Freeport bid (See separate paper) Verbal presentation to the Management Group concerning the bid to Government for Freeport status.</p> <p>The Gatwick Freeport bid deadline was 05 February and would centre on Manor Royal. While expected to be a highly competitive process, success would confer various take, development and planning benefits for ManorRoyal – a key project for the Government who would chose just 10 areas in the UK to be a Freeport. The bid is being led by the Coast to Capital LEP with support from others including the Manor Royal BID.</p> <p>Bob Lanzer advised that a ‘Skinny’ BID is being pulled together. The LEP want to be noticed by central government.</p>	

<p>Steve Sawyer gave thanks to Michael Deacon-Jackson and Julie Kapsalis for their support.</p> <p>Julie Kapsalis (Coast to Capital) gave thanks to the BID and all involved including West Sussex County Council and Crawley Borough Council . Highlighting Freeport as a real opportunity to put a marker on Manor Royal – even if the bid is not successful, we need to find ways to invest in the area and this will get the area noticed.</p> <p>Steve discussed the Freeport governance. Keith asked whether the BID would be part of this? SS advised that the BID would be part of the initiative and would explore being part of the governance.</p> <p>Julie Kapsalis advised that the governance would look for those who can offer the right expertise, time and capacity. Funding will be available to support the work.</p> <p>At the meeting Jeremy Taylor mentioned work he is carrying out on behalf of the Coast to Capital LEP to understand the challenges & opportunities for business as a result of the changed relationship with the EU.</p> <p>These opportunities and challenges could include:</p> <ul style="list-style-type: none"> • Tariffs on imports & exports • Access to Markets – & possibly new ones • Access to supply chains - & possibly new ones • Recruitment & staffing • Access to materials & supplies • Data & IP • Delays at the border <p>All and every opinion is welcome This information will help shape support, advice, guidance and access to funding to help you through these uncertain times. Please contact Jeremy directly if you would like to take part: jeremy.taylor@thecompanyconnector.com / 07831 148064.</p> <p>ACTION 05: The Management Group noted the submission for Manor Royal Freeport status (paper attached separately).</p>	<p>Julie Kapsalis left the meeting 10.21</p> <p>Michael Deacon Jackson left the meeting at 10.26</p> <p>Contact Jeremy Taylor directly if interested</p> <p>The Management Group noted the submission for MR Freeport status</p>
<p>5 A.O.B</p> <p>a. Receive a partnership proposal from Crawley & Gatwick Chamber of Commerce (separate paper)</p> <p>Trevor Williams advised the group he feels we would need to understand what does that actually mean? What are the benefits for the BID, how does it affect our bottom line?</p> <p>Jeremy Taylor – what are the 3 core things the BID does? Does it add value to the people who pay the levy? Improve profile/ lobbying? If yes to one or more? What is the potential risk/damage (to proceeding or not proceeding)?</p> <p>Oliver Ellingham asked if this is a distraction to main objection. He feels the BID work should not be diluted and should not be a financial cost as money tight. Life moves on and possibly the Chamber have not kept up with world changes.</p> <p>Keith Pordum advised the group he is happy to get involved and have an open dialogue with them.</p> <p>Jack Bedell-Pearce advised he would be wary as it could be seen to compromise the BID’s</p>	

<p>impartiality.</p> <p>Summary of comments – it is too soon to make a firm commitment and more information is needed about the details and benefits of the proposition. ACTION - The BID will ask the Chamber to provide a proposition for BID to contemplate.</p> <p>b. Receive a proposal from Great Annual Savings Group. (verbal) similar to Auditel cost management/savings</p> <p>The Great Annual Savings Group have approached the BID to work closer with us to derive cost savings. Any businesses to get in touch to feedback if interested. Respond by email if a good idea or not?</p> <p>c. Crawley Borough Council Local Plan Review (verbal update with suggested response to follow)</p> <p>Steve Sawyer advised that the local plan will guide development in Manor Royal and have implications for how it grows. A response is being drafted.</p> <p>d. Manor Royal BID Response to Government consultation on extending PD Rights (Info item. Response attached)</p> <p>The BID has responded to the Government consultation objecting to extending Permitted Development Rights in Manor Royal (to allow commercial buildings to be converted to housing without planning permission). A letter was also proposed to be sent to the MP, Henry Smith. <u>An update from Cllr Peter Smith subsequent to the meeting:</u> The Article 4 Directive effectively removing this permitted development right in Manor Royal is still in place. The Council is taking advice as to whether this would still protect Manor Royal in the longer term given the changes proposed by the Government.</p> <p>Jeremy Taylor suggested that individual businesses to respond directly in response to extending PD rights as can add more weight.</p> <p>A.O.B:</p> <p>Manor Royal support for COVID vaccination: Steve Sawyer advised that the BID had approached the NHS to offer underused buildings for testing and vaccination sites but NHS advised this is not required as they have enough centres at this time.</p> <p>Jack Bedell-Pearce advised that Slough Trading Estate has opened a service to the entire estate, to help get workers back into the office. Also there is a Government scheme offering free kits for areas that have 250 people or more footfall. Steve Sawyer suggested he speak to Jack after meeting.</p> <p>Martha Burnige advised testing is also being planned at the Gatwick School and she would be happy to organise a meeting to discuss further and share ideas.</p> <p>Keith Pordum mentioned he was in receipt of information that might be of interest in terms of advancing sustainability projects. Keith to send info.</p>	<p>BID will ask the Chamber to provide a proposition.</p> <p>Any MR businesses to feedback to the BID if interested.</p> <p>The BID to share draft response</p> <p>Jack and Steve to discuss further.</p> <p>Martha to contact the BID to discuss further.</p> <p>Keith to share information on Phones4U offer.</p>
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All business having been completed the meeting was CLOSED at 10.42