

Wednesday, 22 May 2019, Avensys, Fleming Way, RH10 9JY

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Keith Pordum (Bon Appetit) (Vice Chair), Steve Sawyer (MRBD Ltd), Anne Tickner (Thales UK), Markus Wood (Avensys), Chris Primett (Welland Medical), Eddie Finch, (Auditel), Julie Kapsalis (Coast-to-Capital LEP), Lise Sorensen on behalf of Clem Smith (Crawley Borough Council), Marie Ovenden (West Sussex County Council), Michael Deacon-Jackson (FTD Johns), Michael Low (Cruiseway), Paul Roe (Kreston Reeves), Cllr Peter Smith (Crawley Borough Council), Jeremy Day (Doosan), Jeremy Taylor (The Company Connector), Joanne Rogers (Prowse), Zoe Wright (B&CE).

Apologies: Oliver Ellingham (Lok'nStore), Jack Bedell-Pearce (4D Data Centres), Karen Robins (L3 Commercial Aviation), Martha Burnige (The Gatwick School), Rachel Thomas (B&CE), Clem Smith (Crawley Borough Council), Duncan Barratt (West Sussex County Council), Nicola Blake (Creative Funding Solutions), Lee Hill (Virgin Atlantic), Mark Curtis (Split Image), Mel Mehmet (easit), Mike Harris (Harwoods), Paul Searle (P&H Motorcycles), Sarah Goulder (Basepoint), Steve Pullen (Varian Medical), Stuart Walsh (Elekta), Tony Maynard (CGG), Trevor Williams (Thales UK) (Chair), William Perks (Peter Perks Limited)

Meeting outcome	Action / outcomes
<p>1 Welcome / Approval of Minutes from previous meeting Keith Pordum (KP) chaired the meeting. SS sent apologies on behalf of Trevor Williams. KP opened the meeting with thanks to Markus Wood (MW) for hosting the meeting at Avensys. Sam Murray, who has left the BID since the last Management Group meeting, was thanked for her work and contributions. The Group also received an update on the outcomes of the Board March meeting.</p>	<p>The minutes of 30 January 2019 were approved.</p>
<p>2 Finance (Section 1) The Group were provided with details of the 2019/20 Budget. This showed an improved carry forward position from the previous year although there was a requirement to re-build the reserve, allow for a renewal fund to be assembled, make final payments on Gateway 1 including the agreed contribution to the Crawley Growth Programme Fund.</p> <p>The Income figure allowed for a modest income from Digital Signs advertising and a sum from an Arts Council Grant (yet to be approved). At present the BID will still operating without it's full reserve however an allowance for Bad Debts had been provided and there was a plan to rebuild the reserve.</p> <p>The Budget detail for the year was provided and a Year-by-Year Budget Forecast until the end of the current BID Term. This showed how the Reserve would be re-built and provided a notional sum allocated to Objective 3 (Infrastructure & Facilities) that could be allocated to other project areas depending on an assessment of need and approval by the Board.</p>	<p>Following discussion the Group noted the latest budget position and options for future spend.</p>
<p>3 Projects and Events Update (Section 2, Tables A & B) SS presented to the Group feedback concerning what the BID had committed to do, the voting from the most recent Manor Royal Matters event and other feedback from Manor Royal concerning issues affecting the area and service delivery, including:</p> <p>Recruitment for Sam Murray's replacement was underway, Ranger recruitment was also underway but was proving difficult, Baseline Agreements with WSCC needed review on grounds maintenance issues, Police resourcing was an issue, littering was a problem in certain areas but right across Manor Royal for which there was a need to consider additional resources, parking continues to be an issue and the Parking Management Plan (PMP) needed to be progressed now the Local Elections were over, options for improving</p>	<p>SS to liaise with MO to discuss WSCC baselines.</p> <p>SS to liaise with CBC re additional</p>

	<p>Broadband speeds had been researched but paused to allow a publically funded (wholly or in part) project to mature.</p> <p>Comments received included: Cllr Peter Smith (PS) was also concerned about the lack of resources available to police impacting on response times. A need to explore further the options for increasing grounds maintenance service with WSCC and CBC. A further meeting was needed on Broadband (to be arranged). Clarity was needed on the next steps on the Parking Management Plan.</p> <p>A new proposal from Sussex Wildlife Trust to support volunteering and team building had been received and was being reviewed. There was also a need to review the arrangements for Waste & Recycling Service that had very little take up. Michael Deacon-Jackson (MDJ) mentioned that saving money on waste and recycling may not be sufficiently great to generate interest. The group did however recognise that there were gains to be made depending on the critical mass of clients that another provider may be in a better position to take advantage of that but that existing contract arrangements may be a barrier to adoption and take-up.</p> <p>SS also mentioned discussions with two providers of a tailored legal and business support service aimed at small businesses that were being explored.</p> <p>Jo Rogers (JR) provided an update on marketing and events with particular highlights being the successful delivery of the Careers EXPO (250 visitors, 45 exhibitors), Know Your Neighbour (290 visitors, 75 exhibitors) plus regular delivery of Manor Royal News, monthly eBulletin, web updates, press releases and other media coverage.</p> <p>Updates on other projects were received and discussed covering: Business Rangers, Broadband, Gateway 1, Digital Signage, Re-Energise Manor Royal (energy project), availability of publically accessible defibrillators, Trail (Micro Park) Project, website update and core services.</p>	<p>maintenance team resources and Broadband.</p> <p>SS / MO to liaise concerning the next steps for the PMP</p> <p>All to inform PS about concerns with policing.</p> <p>SS to progress SWT, Waste and legal/business support services and report back.</p> <p>Management Group noted progress.</p>
<p>4</p>	<p>Future activities, issues and challenges (Section 3)</p> <p>The following are those actions arising from a discussion concerning future work of the Manor Royal BID not otherwise covered in the other sections of the meeting:</p> <p>AGM – The Group endorsed a new approach to AGMs to include the business of the AGM as part of another standing event e.g. Manor Royal Matters subject to satisfying rules of the company.</p> <p>Awards & recognition – The group received a paper from KP concerning ideas for a future event to recognise the efforts of Manor Royal companies focussed on people and CSR. The Group were not supportive of an “ordinary” awards event but supported the principle of ways to encourage the development of a community and recognition, particularly staff recognition, in a credible but engaging way. The Talent and Training Group was identified as a useful group to develop ideas.</p> <p>Building a Community / Showcase – Linked to the above there was general support for developing events that could serve to build a sense of community among staff, be social in nature (possibly linked to staff wellbeing) that would help develop a greater sense of identity and attachment to Manor Royal. Various ideas were discussed.</p> <p>Trails / Maintenance: Chris Primett (CP) mentioned the potential for a site in Hydehurst Lane being a possible location for one of the micro parks attached to the trail project. CP also mentioned maintenance issues associated with the path between Hydehurst Lane and Fleming Way.</p>	<p>SS to review AGM arrangements</p> <p>Develop ideas for recognition event.</p> <p>Ideas for community based events, possibly with charity link, to be explored.</p> <p>SS to log interest in a new trail site and refer maintenance issues</p>

All business having been completed the meeting was CLOSED at 1130am