

Wednesday, 22nd October 2014 at Doosan, Doosan House, Crawley Business Quarter

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Jeremy Taylor (Gatwick Diamond Business), Michael Deacon-Jackson (FTD Johns), Keith Pordum (Bon Appetit), David Covill (Crawley Borough Council), Cllr Peter Smith (Crawley Borough Council), Steve Sawyer (MRBD Limited), Jeremy Day (Doosan), Mark Curtis (Split Image), Eddie Finch, (Auditel), Tony Maynard (CGG), Caroline Hitchcock (B&CE), Joanne Rogers (Prowse), Paul Searle (P&H Motorcycles), Oliver Ellingham (Lok'nStore), John Peel (Coast-to-Capital LEP), Marie Ovenden (West Sussex County Council), Fergus McLardy (BE Group) (GUEST), Adam Godfrey (SHW) (GUEST), Chris McPherson (Abstract) (GUEST)

Apologies: Sarah Godfrey (Virgin Atlantic), Mel Mehmet (easit), Paula Jeffrey (Grant Thornton), Brett North (Elekta), Chris Primett (Welland Medical), William Perks (Peter Perks Limited)

Meeting outcome	Action / outcomes
<p>1 Welcome Trevor Williams opened the meeting and reflected briefly on the recent AGM at which three new directors were elected and Michael Deacon-Jackson re-elected to the Board.</p>	<p>Chair and Vice-Chair to be nominated by the Board at its next meeting as per the company articles.</p>
<p>2 Approval of minutes The minutes from the meeting of 24th July were approved.</p>	
<p>3 Finance and Executive Directors report The Executive Director provided an update on Finance and Projects.</p> <p>Income collection ahead of same point last year. Central costs have been increased to take account of decision made at AGM to have fully audited accounts. There is £125k for allocation to projects as identified at September's projects meeting and included in the Projects List (circulated ahead of the meeting).</p> <p>Group ratified Projects List and the prioritisation attached. Approach focussed on continuing to deliver core service areas, complete outstanding capital projects and a particular emphasis on infrastructure projects as the main spend areas alongside delivering Buy Manor Royal Initiative, wayfinding and signage project, business directory and explore training brokerage service.</p> <p>Group agreed that Executive Director should look into additional Winter Gritting for the area and return to the Group. Suggestion for additional grit runs and branded grit bins at various locations.</p> <p>Challenge of delivering capital projects noted by the Group.</p> <p>Executive Director updated the group on recent meetings with Sussex Police to discuss and progress CCTV/ANPR project. John Peel to accompany Executive Director on next meeting planned for 7th November.</p> <p>Broadband was progressing well with over 50% of the cabinets upgraded and work progressing to complete the rest to the agreed timetable. Executive Director explained some of the problems caused by certain landlords that made obtaining permission to site cabinets difficult representing a potential risk.</p> <p>Buy Manor Royal was making better progress since the re-focussed approach with</p>	<p>SS to liaise with Marie Ovenden on WSCC Winter Maintenance Plan.</p> <p>SS to liaise with John Peel on next meeting with Sussex Police.</p> <p>Jeremy Taylor to provide Fergus McLardy with Digital Realty contact.</p> <p>Joanne Rogers and Eddie Finch to discuss promotion of Manor Royal Procurement Hub.</p>

	<p>better engagement on the back of the practical workshops and seminars. Report on the future of the programme expected January. Fergus McLardy called for assistance from the group to help with securing the opportunities to drive the project and help promote local trade.</p> <p>Procurement Hub (Auditel) Auditel had recently achieved ISO accreditation, Waste Project had launched (Keith Pordum had achieved 35% saving as a result), other companies had also made good savings on overheads. Eddie Finch reminded the group of the no cost nature of the Procurement Hub and his intention to create a “dash board” to illustrate savings success. There was still some difficulty engaging with Manor Royal companies. Auditel could assist large and small companies.</p> <p>Progress on the wayfinding and signage project was noted. Comments made about de-cluttering and how that could be achieved, including a campaign to encourage the identification and replacement or removal of poor signs.</p>	
4	<p>Manor Royal Showcase – 20th November (Thales UK) at 5pm An event to “showcase” Manor Royal projects and investments, connect Manor Royal companies and undertake an interactive electronic voting session about the BID. Event to include a small exhibition of select developers and project deliverers.</p> <p>Joanne Rogers reported circa 90 people had so far signed up and encouraged members of the Group to sign up. Joanne also cautioned about the proposed questions for voting to ensure the audience properly understood where the BID delivers and where it lobbies for change to manage expectations.</p> <p>Executive Director reminded the group that questions had been circulated and to feedback any comments.</p>	<p>Members to sign up to Manor Royal Showcase.</p> <p>Members to comment on suggested questions for voting.</p>
5	<p>BID Feedback The Group briefly discussed some negative feedback received. Trevor Williams was willing to meet with BID Levy payers to discuss as required.</p>	Issue to be discussed at future meetings.
6	<p>Any other Business <u>Permission to change commercial buildings to flats:</u> John Peel reminded and updated the Group about this issue. The Coast-to-Capital LEP was looking to support local partners by providing a strategic approach across the LEP area, including having requested a meeting with the Government Minister. <u>Gatwick Diamond Business Awards:</u> The year’s awards had opened for nominations. Manor Royal companies were encouraged to enter. <u>Royal Visit:</u> Plans for the Royal visit of the Duke of Gloucester on the 3rd November were going well.</p>	
7	<p>GUEST PRESENTATION: Leonardo Building, Crawley Business Quarter Chris McPherson (Abstract Securities) and Adam Godfrey (Stiles Harold Williams) updated the Group on the speculative office development – the Leonardo Building – to be built on the remaining plot at the Crawley Business Quarter. The build would deliver over 100,000 sq ft of Grade “A” office to BREEAM “Excellent” standard and ready for occupation in December 2015. For more information visit www.theleonardobuilding.com</p>	

All business having been completed the meeting was CLOSED at 1100am.

DATES FOR THE DIARY (Call for volunteers to host a future Board or Management Group meeting).

- 3rd November (125pm) People’s Park opening – Duke of Gloucester visit
- 5th November (9am to 12pm) Buy Manor Royal Social Media Workshop
- 20th November (5pm): Manor Royal Showcase (and vote)
- 2nd December (lunchtime 12 – 2pm): HR People Forum
- 12th December (830am): Board meeting
- 21 January (830am) Management Group meeting
- 12 March (all day) Know Your Neighbour 2015