



# swindonwiltshire

Local Enterprise Partnership

**Wiltshire Council**  
Where everybody matters



**SWINDON**  
BOROUGH COUNCIL

## AGENDA

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**Meeting:** Joint Strategic Economic Committee  
**Place:** Committee Room 2, Swindon Borough Council, Euclid Street,  
Swindon, SN1 2JH  
**Date:** Thursday 18 June 2015  
**Time:** 2.00 pm

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Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Trowbridge, BA14 8JN direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

All public reports referred to on this agenda are available on the Wiltshire Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) .

Press enquiries to Communications on direct lines (01225) 713114 / 713115

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### Membership:

Cllr Jane Scott OBE	Leader of the Council
Cllr David Renard	Leader of Swindon Borough Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Brian Mattock	Deputy Leader of Swindon Borough Council and Cabinet Member for Health and Adult Social Care
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Garry Perkins	Swindon Cabinet Member for Economy, Regeneration and Skills

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**Non-Voting Membership:**

Mr Barry Dennington	Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mrs Nicky Alberry	Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mr Neil Holt	Member of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)

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**Substitutes:**

Cllr Brian Ford	Swindon Cabinet Member for Streetsmart
Cllr Dale Heenan	Swindon Cabinet Member for Highways, Strategic Planning, Sustainability and Transport
Cllr Russell Holland	Swindon Cabinet Member for Finance
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care

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If you have any queries please contact Democratic Services using the contact details above.

## **Part I**

*Items to be considered while the meeting is open to the public.*

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting (Pages 5 - 10)**

To approve and sign as a correct record the minutes of the meeting held on 1 April 2015.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the relevant Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the Wiltshire Council Constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda no later than 5pm on Thursday 11 June 2015. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Local Enterprise Partnership (LEP) Commissioning Group Updates** (Pages 11 - 14)

7 **Planning Updates**

A verbal update will be provided.

8 **European Funding Updates**

A verbal update will be provided.

9 **Risk Management Updates**

A verbal update will be provided.

10 **Forward Work Plan** (Pages 15 - 19)

11 **Date of the Next Meeting**

To confirm the date of the next meeting as 1 September 2015.

## **Part II**

*Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.*

## JOINT STRATEGIC ECONOMIC COMMITTEE

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### DRAFT MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 1 APRIL 2015 AT COMMITTEE ROOM B - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

#### Present:

Cllr Jane Scott OBE (Chairman), Cllr David Renard (Vice Chairman),  
Cllr John Thomson, Cllr Brian Mattock, Cllr Fleur de Rhé-Philipe, Cllr Garry Perkins,  
Mrs Nicky Alberry and Mr Neil Holt

#### Also Present:

Cllr Chris Caswill (WC)

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#### 1 **Apologies**

An apology was received from Mr Barry Dennington, Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).

Apologies were also received from Dr Carlton Brand, Corporate Director, and Robin Townsend, Associate Director (Corporate Function and Procurement), of Wiltshire Council.

#### 2 **Declarations of Interest**

There were no declarations.

#### 3 **Terms of Reference**

The terms of reference as approved by both local authorities were noted.

#### 4 **Chairman's Announcements**

The Chairman welcomed those present to the first public meeting of the Joint Strategic Economic Committee (JSEC), in particular those members of the public in attendance.

It was announced that as required by the government the SWLEP had prepared an assurance framework, which had been submitted to the Department for Business, Industry and Skills (BIS) for consideration.

#### 5 **Public Participation**

The Chairman welcomed contributions from members of the public in attendance.

Councillor Chris Caswill, Chippenham Monkton Division, Wiltshire Council, made a statement welcoming the creation of the JSEC as a step toward more accountability and visibility for the procedures of the SWLEP, and urged consideration of the priorities to be assessed and concerns and hopes of the public about potential projects, raising in particular the issue of a possible Chippenham Link Road.

Councillor Caswill had also submitted seven questions, which had been included together with responses under Agenda Supplement 1, and as a supplementary requested the SWLEP website be very clear as to the status of those council officers working in partnership with the SWLEP, but who were not formally seconded. This was taken on board, although it was stated it was important that the involvement of the senior council officers with the Secretariat work of the SWLEP should be highlighted.

Mr Steve Perry asked a question about the level of democracy that the JSEC entailed, and whether the structure the counties had been instructed to operate within was satisfactory.

The Chairman and Vice-Chairman, Councillors Jane Scott and David Renard, responded that the local authorities provided accountability for the SWLEP, and that though the LEPs were a relatively new model of working for local authorities, it was the only way to obtain further infrastructure spending into the county and in a more joined-up fashion.

It was further added that the JSEC being set up showed the government recognised the concern about a lack of democratic accountability and was taking action. Furthermore, the SWLEP was presently the only LEP in the country which also had a Scrutiny body assessing its work, through the Joint Scrutiny of the Swindon and Wiltshire Local Enterprise Partnership Task Group.

## **6 Local Enterprise Partnership (LEP) Commissioning Group**

Isobel Brown, Director of Partnership and Programmes for the SWLEP, presented an update on behalf of the LEP Commissioning Board on updates to the government's Local Growth Fund (LGF). As detailed in the update report, the SWLEP secured an additional £11.5m in January 2015 to a total of £141m from the fund, and at 1.93% of the total funds allocated to date, well ahead of the planning estimates of what the SWLEP had expected to receive.

Details of the projects to be funded were provided as per the report update, and it was stated that mitigating measures were in place for those where concerns had previously developed, such as match funding being secured where finance gaps had been identified.

The LGF2 had secured funding for 3 projects as detailed in the update report, and these would start to be delivered from 2016 onwards.

Further to the Chairman's announcement on the creation and submission of an assurance framework for the SWLEP, it was also stated that a process for

future projects to be suggested by members of the public would be available in due course.

Mrs Nicky Alberry, Vice-Chairman of the SWLEP, also updated the Committee regarding work to refresh the Strategic Economic Plan (SEP) to ensure a robust and up-to-date plan and a portfolio of projects with which to bid for funding, as it was anticipated that whatever the result of the upcoming General Election, LEPs would continue to be the main conduit for promoting local economic growth, with future rounds of funding allocations expected.

It was stated that a working party had been set up, to be chaired by Mrs Alberry and to report to the LEP Board in May 2015, and to include new members not involved in the initial SEP preparatory work, to look into refreshing the SEP, with a focus on sectors, employment skills, colleges and further building upon the priorities of the SWLEP. It was also requested that work be undertaken to look at key performance indicators

**Resolved:**

**To note the report, and to add a standing item to future agendas to analyse Key Performance Indicators (KPI) in relation to the activities for the SWLEP.**

**7 Planning Update - Commencement of Preparation of New Joint Strategic Housing Market Assessment for Wiltshire and Swindon**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council, and member of the SWLEP Secretariat) and Richard Bell (Head of Planning, Regulatory Services, Heritage and Libraries, Swindon Borough Council) presented an update on the preparation of the New Joint Strategic Housing Market Assessment for Wiltshire and Swindon.

It was stated both authorities have a history of collaborative working in relation to strategic planning including preparation of joint development plans for Minerals and Waste matters, and with cross boundary strategic planning matters during preparation of each authorities' Development Plans. Both plans have been adopted by their respective authorities, however both accepted a need for an early review to extend the plan periods beyond 2026 as part of the Inspectors' determination of the soundness of both plans.

The first step in the review process would be the preparation of a Strategic Housing Market Assessment (SHMA) in co-operation with neighbouring authorities. This data would have significant cross over with the Functional Economic Market Areas (FEMA) which form the basis upon which local economic policy should be applied, and it was suggested the work be undertaken together, with the SWLEP Board funding the additional work.

The Committee discussed the proposal for delivery of the SHMA within 12 months, which would be subject to preparation begin arranged within the next 8-12 weeks, and noted the conclusion that neither authority had the resources to undertake the work on such a timescale in house. Appointing consultants to

undertaken the work would however also provide the benefit of an independent analysis. The importance of all affected local authorities to work closely together and to engage the business and development communities was also emphasised.

In response to queries about the work starting immediately but the LEP Board not being able to formally approve the request from the JSEC until May 2015, it was stated the monies could be pushed forward in anticipation of approval, given the positive indications from the Board should the JSEC be minded to recommend it.

**Resolved:**

**To request the SWLEP Board to fund additional work leading to the identification of Functional Economic Market Areas as part of the SHMA project.**

**8 European Funding Update - Swindon and Wiltshire Local Enterprise Partnership (SWLEP) European Structural & Investment Funds (ESIF) - Progress report for Joint Strategic Economic Committee (JSEC)**

Paddy Bradley (Head of Economy and Skills, Swindon Borough Council and member of the SWLEP Secretariat), presented an update on the European Structural and Investment Funds (ESIF), a largely revenue focused investment fund of which the SWLEP received an allocation of £41m, to be focused across four themes as detailed in the report. All ESIF monies at the least being matched by either public or private means, the total investments would amount to around £88m between 2015-2023.

The Committee was informed the ways in which the SWLEP aimed to utilise the ESIF monies, and the manner in which project calls were commissioned and scoped in agreement with government departments and a shadow ESIF committee, which once all ESIF operational programmes were agreed between the government the European Commission, would become a sub-committee of the National Programme Committee. Its role is to ensure ESIF investments are locally relevant, though the final decisions will be made by the government departments acting as the managing authorities.

The Committee discussed the update and the stream of funding available, seeking details around any technical assistance available to local authorities to support the ESIF, and concerns regarding monies being provided in Euros and the impact from calculating on exchange rates on an annual basis. It was stated other funding streams had been significantly affected by exchange rate issues, and it would be looked into further and an update provided to the Committee.

It was also raised that the LEP would need to decide who the members of the ESIF Committee should be once it exits shadow form, and whether one of the SWLEP Members should be the Chairman. It was agreed to see what other authorities were doing before making a decision what approach to support.

**Resolved**



**To note the update and request further information as detailed in the the minutes.**

**9 Project Update - Porton Science Park**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council and member of the SWLEP Secretariat) presented a project update regarding the Porton Science Park since the £4m commitment through the Growth Deal, and a further £2.6m provided by Wiltshire Council, and bidding for further ESIF funds.

Outline planning permission had already been granted for 355,502 sq ft of research and development accommodation, with detailed planning permission for the first phase of development. The support and evolution of the established science base and research activity at Porton and the surrounding area were long-standing goals for all partners and a key strategic priority of the SWLEP,

The Committee was informed a call would shortly be invited for projects seeking European Capital Funding via the ESIF as discussed in the previous agenda item. It was anticipated that the call would seek bids for between £2-3m, with funding confirmed by the summer of 2015.

It was confirmed there would be an open tender application to deliver the incubation centre and grow on space once funding was confirmed. , It was also stated that it was expected that the bid for funding would remain eligible if preliminary work was begun once the application was submitted.

**Resolved**

**To note the update and request further updates as matters progressed.**

**10 Forward Work Plan**

The proposed Forward Work Programme was noted.

**11 Date of Next Meeting**

The date of the next meeting was confirmed as 18 June 2015. It was agreed to change its location to Swindon if possible.

(Duration of meeting: 9.30 - 10.30 am)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

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**Commissioning Group Update  
JSEC 18<sup>th</sup> June 2015**



**Swindon and Wiltshire Local Enterprise Partnership**

**Introduction**

The Commissioning Group met on 18 May 2015 and considered the following items:

- Local Growth Fund 2015/16 projects
- Local Growth Fund 2016/17 projects
- Strategic Economic Plan Refresh

JSEC Members are asked to provide comment on the information outlined below.

**Local Growth Fund 2015/16 Projects (LGF)**

Both Unitary Authorities presented highlight reports on the five projects due to commence in 2015/16. The Commissioning Group noted the scheme progress and requested a number of changes to be made to future reporting including the inclusion of the City Deal project, that Eastern Villages be disaggregated to individual scheme level, that the named Project Manager for all projects, the LGF contribution and assurance from Secretariat that RAG status is being consistently applied across all projects/authorities.

The summary report is noted below:

2015/16 Programme Summary					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/001/LTB350	LTB A350 Improvements	Wiltshire Council	AR	G	FBC approval granted at LTB 1 <sup>st</sup> May 2015
LGF/1516/002/A429	A429 Malmesbury	Wiltshire Council	AG	AG	
LGF/1516/003/EV	New Eastern Villages	Swindon Borough Council	AR	AR	Finance gap identified for funding Greenbridge Roundabout
LGF/1516/004/PSP	Porton Science Park	Wiltshire Council	AG	AG	Developing ESIF bid
LGF/1516/005/LSTF	LSTF Swindon	Swindon Borough Council	G	G	Project on track

**Local Growth Fund 2016/17 Projects (LGF)**

Highlight reports for six projects due to commence in 2016/17 were also presented by both Unitary Authorities. Commissioning Group Members agreed that future meetings should

**Commissioning Group Update  
JSEC 18<sup>th</sup> June 2015**



review one scheme in detail at each meeting. The first project to undergo detailed scrutiny was agreed as Chippenham Station Hub on 1 July 2015 and the second being Junction 15 on 26 August 2015. Members further requested that the three projects due to commence beyond 2016/17 be added to this reporting schedule, ie, Digital Corsham, Swindon Bus Exchange and West Ashton/Yarnbrook.

The summary report is noted below:

2016/17 Programme – Business Case Status Update					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1617/001/A350	A350 Dualling Bypass	Wiltshire Council	AR	AR	No change since previous highlight report.
LGF/1617/002/WI	Wichelstowe Infrastructure	Swindon Borough Council	G	G	DfT Retained Scheme. Development of OBC to commence in 2016.
LGF/1617/003/SRT	Swindon Rapid Transit	Swindon Borough Council	G	G	Funding re-profiled to benefit another scheme, no issues have arisen for this scheme.
LGF/1617/004/CSH	Chippenham Station Hub	Wiltshire Council	AR	AR	DfT have retained the scheme. An appraisal specification to be developed prior to further development work being undertaken.
LGF/1617/005/LTB15	LTB M4 Junction 15	Swindon Borough Council	AG	AG	Revision of business case required due to cost estimate rising. Housing & Growth Fund proposal still being considered.
LGF/1617/006/LTB16	LTB M4 Junction 16	Swindon Borough Council	G	AR	Full Business Case postponed to autumn.

**Strategic Economic Plan Refresh**

The SWLEP Board has agreed a light touch refresh of its Strategic Economic Plan (SEP) and following a review by the SWLEP Secretariat, a Working Party, Chaired by Nicky Alberry

## Commissioning Group Update JSEC 18<sup>th</sup> June 2015



(SWLEP Vice Chair) met late March 2015 to outline a programme of work to ensure that a draft refreshed document will be presented to the SWLEP Board for approval ahead of any potential call by Government for Local Growth Fund 3 bids. The aim is to supplement the vision document with an Investment Plan of prioritised projects that if funded, would ensure the key deliverables would be achieved.

It was recognised by the SWLEP Board that the refreshed document needed to ensure a greater business voice was built into any proposals. Key gaps within the SEP are transport, particularly rail, with a need to expand priorities on stations and lines. It was also noted that a strong focus on skills capital projects was required in addition to housing and construction.

### Current activity

A series of working groups have formed and met with a wider audience to drive progress in strategic areas. A brief update is noted below:

Strategic Area	Lead	Progress
Skills	Amanda Burnside	Skills Subgroup producing a single SWLEP wide skills strategy that will build on work of 3 FE colleges re funding bids. Potential exists for multiple bids.
Digital	Jeremy Sanders	Corsham Institute working with founding partners articulating vision to be supported by ongoing work throughout.
HVM	Adrian Griffiths	HVM Core Group seeking to capitalise on IfM report to secure future of 4 identified Innovation Centres.
Tourism and Culture	Peter Wragg	Cross SWLEP group formed to build on 2 key projects submitted to Heritage Lottery Fund. Bigger vision piece to be included.
Health and Life Sciences	Karl Simpson	Following on from HLS Cluster report, finalising SWLEP wide vision and plan.
Transport	Tbc	Building on SWLEP Transport Vision (T2026) a number of potential bids will be prioritised but recognition that the SWLEP must enhance its rail capability.

### Summary

JSEC Members are invited to comment on Commissioning Group report.

Barry Dennington, Chair SWLEP and Commissioning Group  
Nicky Alberry, Vice Chair SWLEP  
Isobel Brown, SWLEP Director

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# **JOINT STRATEGIC ECONOMIC COMMITTEE (JSEC)** **FORWARD WORK PLAN**

**SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)**

1 JULY 2015 TO 31 OCTOBER 2015

## Explanatory Note

This work plan consists of items to be considered by the JSEC in the next four months. It will be published at the beginning of each month.

This Plan includes matters which the Chairman has reason to believe will be the subject of a key decision to be taken by the JSEC during the period covered by this Plan. Key decisions are marked as (🔑)

The Plan shows the following details for Key Decisions: -

- Title of the matter for decision
- Date that the decision will be made
- A description of the purpose of the report to be considered
- Individuals/Parties consulted regarding decision
- Means of any Consultation carried out
- Any documents relied upon in carrying out the decision
- Officer contact name and telephone number
- Where the item or part of the item will be considered in private

Wiltshire Council and Swindon Council have adopted the following criteria to determine what item qualifies as a key decision:

### Wiltshire

1. Any decision which would result in the closure of an amenity or total withdrawal of a service.
2. Any restriction of service greater than 5 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent of budget service areas against which the budget is determined by Full Council.
4. Any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
5. Any proposal to change the policy framework.
6. Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions.



## Swindon

1. Decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and
2. Decisions that are likely to have a significant impact on two or more Council wards.

### **Voting Membership of JSEC:**

Cllr Jane Scott OBE (Chairman)	<a href="#">Leader of Wiltshire Council</a>
Cllr David Renard (Vice-Chairman)	<a href="#">Leader of Swindon Borough Council</a>
Cllr John Thomson	<a href="#">Deputy Leader of Wiltshire Council and Cabinet Member for Communities, Campuses, Area Boards and Broadband</a>
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Cllr Gary Perkins	<a href="#">Swindon Cabinet Member for Economy, Regeneration and Skills</a>

### **Non-Voting Membership of JSEC:**

Mr Barry Dennington	Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mrs Nicky Alberry	Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mr Neil Holt	Member of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)

### **Representations/Public Participation**

Supporting documents other than those listed in the schedule below may be submitted to the JSEC. If you would like to make representations on any of the items to be considered, please contact the officer named for the relevant item.

Additionally, the JSEC welcomes participation at its meetings from members of the public. Meetings are open to members of the public, unless the agenda states that an item or part of an item will be considered in private. Members of the public may ask a question or make a statement. Written notice of questions should be sent Yamina Rhouati, Democratic Governance Manager [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk) by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private (No, unless otherwise stated)
30 September 2015						
LEP Commissioning Board Updates						
Planning Updates						
European Funding Updates						
Risk Management Updates						