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Local Enterprise Partnership

Wiltshire Council
Where everybody matters



SWINDON
BOROUGH COUNCIL

AGENDA

Meeting: Joint Strategic Economic Committee (SWLEP)
Place: Committee Rooms A&B, Monkton Park, Chippenham,
Wiltshire, SN15 1ER
Date: Wednesday 27 June 2018
Time: 9.30 am

Please direct any enquiries on this Agenda to Tara Shannon of Democratic Services, County Hall, Trowbridge, BA14 8JN direct line 01225 718352 or email tara.shannon@wiltshire.gov.uk

All public reports referred to on this agenda are available on the Wiltshire Council website at www.wiltshire.gov.uk .

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Membership:

Cllr David Renard	Leader of Swindon Borough Council
Cllr Baroness Scott of Bybrook OBE (Chairman)	Leader of Wiltshire Council
Cllr Russell Holland	Swindon Cabinet Member for Finance
Cllr John Thomson	Deputy Leader of Wiltshire Council, and Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Oliver Donachie	Swindon Cabinet Member for Economy and Skills
Cllr Pauline Church	Wiltshire Council Cabinet Member for Economic Development

Non-Voting Membership:

John Mortimer	Chairman of the SWLEP
Adam Schallamach	Vice Chairman of the SWLEP

Substitutes:

Cllr Richard Clewer	Wiltshire Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism
Cllr Toby Elliott	Swindon Cabinet Member for Strategic Planning and Sustainability
Cllr Brian Ford	Swindon Cabinet Member for Adult Social Care
Cllr Garry Perkins	Swindon Cabinet Member for Regeneration
Cllr Bridget Wayman	Wiltshire Cabinet Member for Highways, Transport and Waste

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AGENDA

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** (*Pages 5 - 22*)

To approve the minutes of the meeting held on 21 February 2018.

To receive the minutes of the SWELP Board held on 21 March 2018.

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**

The Council welcomes contributions from members of the public.

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 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 this agenda no later than 5pm on 20 June 2018 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 22 June 2018. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that 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 **Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Commissioning Board Updates** *(Pages 23 - 36)*

To receive highlight reports on SWELP projects.

7 **Joint Planning Updates**

An update will be provided on joint planning work between Wiltshire Council, Swindon Borough Council and the SWELP.

8 **Date of the Next Meeting**

To confirm the dates of the next meetings as 11 October 2018 and 13 December 2018.

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 (SWLEP)

**MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)
MEETING HELD ON 21 FEBRUARY 2018 AT COMMITTEE ROOM A - COUNCIL
OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

Present:

Cllr David Renard (Chairman), Cllr Russell Holland, Cllr Oliver Donachie,
Cllr Toby Sturgis, John Mortimer, Adam Schallamach and Cllr Richard Clewer
(Substitute)

1 Apologies

Apologies were received from Councillors Baroness Scott of Bybrook OBE and John Thomson.

Baroness Scott was substituted by Councillor Richard Clewer.

Apologies were also received from Paddy Bradley, SWLEP Director.

2 Minutes

The minutes of the meeting held on 28 June 2017 were presented, along with the minutes of the SWLEP Board meetings on 20 September and 29 November 2017, and 24 January 2018.

Resolved:

To approve the minutes of the meeting held on 28 June 2017 as a true and correct record.

To receive the minutes of the SWLEP Board for 20 September and 29 November 2017 and 24 January 2018.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

There were no announcements .

5 Public Participation

There were no statements or questions submitted.

6 Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Commissioning Group Highlight Reports

A report was received summarising the status of each Local Growth Fund project and other Local Enterprise Projects, assessing their management in accordance with the Assurance Framework and their level of progress. It was explained that technical advisers to the SWLEP had assessed each project and identified six projects in particular as being 'high risk' due to scope, complexity and other factors, and the Committee sought details on those projects, as well as overall progress for all projects as detailed in the report.

Chippenham Station Hub was a multi-phase project of high complexity which requires input from multiple partners such as Network Rail and Great Western Railway. Work had been completed on gate-lines and ticket hall, and an outline business case for future phases had been agreed by the SWLEP Board at its January 2018 meeting.

Consultation was underway on a revised planning submission for the A350 Yarnbrook/West Ashton project. The revisions had been due to the need to accommodate the presence of bats. An application to the Housing Infrastructure Fund had been successful.

It was confirmed that there had been delays with the Maltings project in Salisbury due to the change in developer, and that heads of terms were still to be agreed. The Committee discussed the level of housing that might be proposed on the site.

In relation to the Swindon Bus Exchange it was confirmed a Housing Infrastructure Fund application had not been successful, and a programme was being developed to ensure continued delivery of the project. The Committee emphasised that the project was integral to the wider town centre development, and sought additional details. It was stated that a land release fund application in relation to the John Street Car Park had been successful, and that the overall funding shortfall was approximately £7millions, but this was being reduced.

The New Eastern Villages projects at the Southern Connector Road, A420 and Wichelstowe were also discussed. There had been increases in costs due to archaeological concerns, and Swindon Borough Council were also to consider approving potential compulsory purchase order action at its March Cabinet meeting. Design options for the A420 were being reviewed, and an outline business case for Wichelstowe would be considered at the May meeting of the SWLEP Board.

The Committee also discussed potential projects, in particular the Swindon Museum and Art Gallery project. There had been a visit from the Heritage Lottery Fund with SWLEP support, and responses were being provided to their questions, with an announcement to follow later in the year if successful.

Updates were also provided on the nearly complete Junction 16/17 upgrades, and discussions for the next phase of the Porton Science Park.

Resolved:

To approve the Commissioning Group's assessment that the highlight reports are an accurate representation of the status of all LGF projects.

7 Joint Planning Update

An update was provided from Tim Martiensen, Director of Economic Development and Planning at Wiltshire Council, and Philip Smith, Service Manager – Planning Policy at Swindon Borough Council. Following initial consideration by the Committee in 2017 the draft Strategic Housing Land Market Area Assessment (SHLAA) and Functional Economic Market Area (FEMA) had been released for public consultation in late 2017. Councillors and officers from both authorities were also working together on a Joint Spatial Framework.

It was stated the majority of public consultation responses to the SHLAA and FEMA had come from Wiltshire, but that all comments were being assessed for a paper to be considered as appropriate by the two cabinets. The next step would be for a Joint Strategic Framework to be developed.

The Committee was also advised that a revised National Planning Policy Framework from central government was due to be published for consultation around Easter, which would need to be taken into account in any joint planning work, and that a standardised methodology of assessing housing need was also due to be released. If that showed significant differences in housing need to that of the market assessment undertaken for the SHLAA, it could have a major impact.

In discussing joint planning work, it was raised whether areas within Wiltshire Council's areas such as Royal Wootton Bassett could be impacted should Swindon Borough Council not have a demonstrated five year housing land supply.

Resolved:

To note the update on joint planning work

8 Date of the Next Meeting

The date of the next meeting was confirmed as 19 April 2018.

It was raised that there was a ministerial review of Local Enterprise Partnerships underway and potential changes to status and governance as a result, with implications for the role of the JSEC, with updates to follow at future meetings when available.

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

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Attendees	<p>Board: Amanda Burnside (AB) – left 12.30pm / Col Andrew Dawes (AD) – joined meeting at 11.30am / Doug Gale (DG) / Shahina Johnson MBE (SJ) - left 12.30pm / John Mortimer (JM) / Vic O'Brien (VO) / Alex Reed (AR) / David Renard (DR) / Baroness Scott of Bybrook OBE (JS) – left at 12 noon / Mark Smith (MS) / Peter Wragg (PW)</p> <p>Advisors: John Gilbert (JG)</p> <p>Observers: Oliver Donachie (OD) / John Thomson (JT) – left 11.55am</p> <p>Secretariat: Paddy Bradley (PB) / Parvis Khansari (PK) / Tim Martienssen (TM) / Philippa Venables (PV)</p> <p>Others: Tom Bown (TB) / Ian Durston (ID) / Debby Skellern (DS) / Phil Clement</p> <p>Guests : Lt Guy Benson – representing Col Andrew Dawes / Jason Humm and Simon Bridgen, Swindon Borough Council</p>
Apologies	Alex Crook (ACr), BEIS / Alistair Cunningham / Col Andrew Dawes until 11.30am / George Gill / Parvis Khansari / Tim Martienssen / Adam Schallamach / Leanne Sykes (LS) / Jonathan Webber (JW)
Chair	John Mortimer (JM)
Minutes	Deborah House (DKH)
Venue	WRc offices, Frankland Road, Blagrove, Swindon, SN5 8YF
Start time	9.50am
Finish time	12.30pm

Item	Summary of Issues Discussed and Decisions – Part I	Deadline
1.0	Welcome and Introductions, Conflicts of Interest	
	<p>The Chairman welcomed all those present to the meeting, in particular Phil Clement to his first SWLEP Board Meeting and to Trudie Clarkson on her return from long-term illness.</p> <p>Conflicts of Interest – All members had sight of the SWLEP Conflicts of Interest policy with print outs on the table. The following Conflicts were declared:</p> <p>JM – with the proposed development of M4 Junction 17 and with possible applicant to the GPIF fund through his employment with CLA;</p> <p>SJ - Create Studios was a named partner in the Institute of Technology (IoT) bid;</p> <p>AB – in her role as the Principal of Wiltshire College with its funding from LGF 3;</p> <p>AR – Catalent was an anchor organisation for the IoT bid; and</p> <p>PW – as Chair of Visit Wiltshire Board regarding a possible application for GPIF loan.</p> <p>Thanks were extended to MS for hosting the Board meeting at the offices of WRc and he gave a general overview presentation to the members.</p> <p>Apologies given were noted. It was noted that Col Andrew Dawes was hoping to join the meeting later but was dealing with issues in Salisbury. In</p>	



	<p>the meantime, Lt Col Guy Benson was representing him until his arrival. TM and PK were also absent owing to the ongoing Salisbury situation. Adam Schallamach had taken a role in Luxembourg which would absent him from the Board until September 2018.</p>	
2.0	Board Minutes and Chairman's update	
	<p>Temporary Cover for the role of Deputy Chairman This necessity had arisen because AS would be working in Luxembourg for the next six months, but wanted to retain his role and remain in contact with SWLEP. SWLEP therefore needed to appoint temporary cover for the Deputy Chairman's duties covering meetings from March until September 2018. JM proposed Peter Wragg in this role.</p> <p>The Board approved the recommendations to: support the proposal to provide temporary cover during the Deputy Chairman's absence; and elect a member to assume the role of temporary Deputy Chair covering the Board meetings from March until September 2018 inclusive and subject to review according to circumstances. Peter Wragg was duly elected to cover Adam Schallamach's temporary absence.</p> <p>The minutes of the meeting held on 24 January 2018 were presented for consideration. It was,</p> <p>Resolved: To APPROVE and sign the minutes as a true and correct record.</p> <p>Matters Arising Item 4.1 Governance – SWLEP had been required to review the Governance arrangements and submit to Government by 28 February 2018. The Board had delegated authority to JM to confirm the amendments and these had duly been made.</p> <p>Action: the updated Framework and Statement by the principal accounting officer to be circulated to members. Links to the website also to be completed.</p> <p>Item 5.1 Chippenham Station – this was a reminder to the scheme promotor that SWLEP requested them to provide a report on the vision on use of the land to help inform decisions on the next phases.</p> <p>Item 5.3 Quality Bus Corridor (Rapid Transit) Full Business Case – approval for the Mannington Roundabout Scheme was subject to the final costs being circulated to members. These were expected to be available at the end of the month.</p>	<p>22/03/18</p> <p>03/04/18</p>



Chairman's update

The Chairman updated the Board on his activities undertaken since the last meeting.

- 6 Feb – meeting with Andrew Murrison MP in London
- 7 Feb – chaired the meeting of the Business Representative Organisation Group (BROG) in Salisbury
- 9 Feb – participated in the interview process for the Head of Investment & Export
- 13 Feb - attended LEP Scrutiny Task Group Meeting
- 16 Feb - PB and JM attended the South West LEP chairs' and CEOs' meeting in Bristol
- 22 Feb - attended the Sills & Talent Subgroup meeting where there was a presentation on the Higher Education Strategy research
- 23 Feb – attended the Women in Engineering event at Chippenham College, and met with Claire Perry MP
- 7 March – chaired the Commissioning Group, and then met with Leaders of both Unitary Authorities
- 13 March – chaired the Rural Economy Sector Group
- 16 March – met Ian James, Head of Recycling Swindon Borough Council
- 20 March - LEP Chairs' and CEOs' workshop and dinner in London organised by the LEP Network, which was attended by several Ministers

At this point of the meeting, the Chairman declared that there would be a special report on the situation evolving in Salisbury and the work underway for economic recovery.

JS reported that the initial phase of the incident was calming down, although some city centre sites were unlikely to be opened for a few months. Wiltshire Council and partners had received the go-ahead from Government to go into the recovery phase. TM was the Chair and PB the Vice Chair of the Economy Group, which included business partners from the City and had met for the first time the previous Friday in Salisbury. The Group will track impact and change over time, implement immediate support, work closely with the marketing recovery plan and look to the medium to longer term to restore Salisbury's economic growth potential. The Economy Group reports in to the overall Recovery Co-ordinating Group, chaired by Alistair Cunningham. It was working very closely with Central Government and JS was also on the Ministerial Recovery Group. Various measures are in place to support the Salisbury economy with more planned.

Immediate support included:

- Establishment of an emergency fund with an Initial £10k from the SWLEP, matched by £10k from Wiltshire Council. Grants have already been allocated to a few affected businesses. The intention was to increase the SWLEP contribution to £50k, with a further £50k available upon approval by the GPIF Working Group. The focus of the SWLEP fund is capital improvements to buildings.



- Wiltshire Council had announced that all car parking charges would be suspended. This would cost the Council £100k per month, but businesses had requested it.
- The Growth Hub would be acting via a microsite to coordinate that support.

AB expressed concerns on the impact on student recruitment to Salisbury College in these circumstances.

Lt Col Benson offered military involvement with a band to contribute to the schedule of events.

DG commented that the media coverage had all been negative, so there was a need to release good news stories. The Comms Group, led by Wiltshire Council's Laurie Bell, was involved to ensure that messaging was consistent in providing the opportunities to sell Salisbury.

This information exchange completed, the Chairman moved back to the items on the agenda.

3.0 Submitted questions

A question was received from a member of the public and a response was available at the meeting. The Chairman extended a welcome to Charmian Spickernell of CPRE.

Mrs Spickernell asked a supplementary question at the meeting and asked that SWLEP be careful not to override the statutory duty of councils in their decision-making process. The response from SWLEP was that it does not make decisions on development plans, but makes representation into the process as and when appropriate and its involvement was part of the democratic process.

Mrs Spickernell cited concerns over SWLEP involvement regarding Junction 17 which was outside the local plan. There had been a lot of local objection and SWLEP involvement of this type undermines confidence.

At this point of the item, JM handed over chairmanship to PW owing to his already declared conflict regarding Junction 17.

PB reiterated that factors such as social and environmental impact formed part of the assessment process. The wider issue here was the role of the Board in this process. The SWLEP Board was business-led and had a duty to comment and express the business voice. The Council could accept or ignore the view expressed. JS commented that the Council consulted with numerous people on their views and that the SWLEP was the right body to consult on matters of economic development.



	The chairmanship was then handed back to JM and Mrs Spickernell was thanked for her continued participation.	
4.0	SWLEP Core Activity	
4.1	<p>Director's Report</p> <p>PB checked that Board Members had received the Non-Executive Directors' Guide and the rest of the report was taken as read.</p> <p>The Board: noted the update on current activity.</p>	
4.2	<p>The Establishment of a Remuneration Committee</p> <p>JM spoke to the paper. The Committee would consider the terms of employment and payment of senior personnel and would set out the procedures and processes in place to make appropriate recommendations.</p> <p>The Director's contract terminated on 10 April 2018, so this was now a matter of urgency. Remuneration of the Chair would also be considered by the committee.</p> <p>Terms of Reference had been drafted working closely to the core governance code. The Chairman of the Board would be a member of the Remuneration Committee, but would not chair it. It would work closely with Local Authority partners with regard to their remuneration structures, and with other LEP structures.</p> <p>The Secretary of the Committee, and providing Secretariat support, would be Wiltshire Council's Section 151 Officer as he would ultimately be responsible in giving assurance of propriety to Government. In the interim, JM proposed that PB's contract to be extended to July 2018.</p> <p>The SWLEP Board: APPROVED the establishment of a SWLEP Remuneration Committee in line with the Terms of reference set out in Appendix I; APPROVED the appointment of the Board members Peter Wragg, John Mortimer, Shahina Johnson, Alex Reed and Amanda Burnside, to the committee; and APPROVED a three-month extension to the SWLEP Director's contract.</p>	
4.3	<p>Establishing an Industrial Strategy Working Group</p> <p>PB spoke to the paper on the most important strategic task over the next year. Board members would be coming together as a Task and Finishing Group working to an outline timeline.</p> <p>AB, DG and JW had expressed an interest in this Group and would be supported by PB and DS. The Chairman would also attend the Group</p>	



meetings. The Group would receive all the evidence from the various stakeholder events and activity and shape the local strategy. Update reports would then be provided to the Board. In the meantime, other Board Members could provide inputs and opinions at critical stages. It was proposed to involve Alex Crook in the group to provide BEIS engagement.

The Board:

APPROVED the establishment of a Local Industrial Strategy Working Group with the purpose to shape proposals to the SWLEP Board, working with central Government to develop a local industrial strategy which is supported by the Board and the Department of Business, Energy and Industrial Strategy (BEIS);

AGREED to invite the Local Relationship Manager from the Department of Business, Energy and Industrial Strategy to join the Local Industrial Strategy Working Group; and

AGREED to receive updates on progress and proposals for action from the working group at subsequent Board meetings, in line with current headline milestones.

4.4 Finance Report – SWLEP General Account and other Programmes

Apologies were received from LS so PB spoke to the paper. The Budget for FY 18/19 was outlined. The interest on the Local Growth Fund capital allocation is at least £50k. There are ongoing discussions with Wiltshire Council about the terms of a Service Level agreement and its charges for its role as the Accountable Body, with fees coming from the interest payment

GPIF – the proposed funding allocation to the Salisbury recovery would be taken from the capital account.

The Board:

APPROVED the SWLEP Annual Budget for 2018-19 covering core activity.

**4.6 Item taken out of order
Investment update**

PC spoke to the paper, explaining he was working closely with Julia Stuckey of Swindon Borough Council and Russel Frith of Wiltshire Council and outlined the major market opportunities in China and USA. There were key strengths across the area and they were undertaking some deep dive activity into automotive, Life Sciences and digital technologies around cyber. The research material would be available approximately May 2018.

Investment material would also be on SWLEP website for overseas investors and he would be looking for translation of the material. He was working hard to forge relationships with Government. An update report would be brought back to the July Board Meeting with a forward plan for



	<p>the year.</p> <p>OD commented that the language should be consistent across the area. PC would be tapping into the Switch on to Swindon Ambassadors and the Wiltshire 100, as well as the businesses in the area which go out world-wide to help spread the word. There was a series of metrics which we would be working to and this would be reported back to the Board. JG questioned where and how the SWLEP area would be promoted and whether promotion would be of the whole area as one or of the UA component areas separately. PC responded that we would target niche sectors, not necessarily with a stand, but use the international shows and events to set up series of meetings. There were internationally-renowned shows SWLEP should be targeting. JS added that a detailed understanding of Wiltshire as a place for employees, schools, availability of land for economic development, planning system etc was also critical to the pitch and urged SWLEP to involve the councils early.</p> <p>The Board: Thanked PC for his informative talk and noted the key building blocks being put in place to establish a targeted and proactive programme to leverage further re-investment in the SWLEP area and to attract new investment; and AGREED to receive an update report on progress at the July 2018 Board meeting.</p>	<p>July 2018</p>
<p>4.5</p>	<p>Marketing and Communications update</p> <p>TB gave a demonstration of the new SWLEP website indicating new features, including a comments section, and outlined future developments, such as the Investment tab. TB also attended the LEP Network Comms Group. OD questioned who this website was speaking to.</p> <p>TB presented an update of activity to the meeting.</p> <p>OD asked the meeting to consider why people should join Growth Hub and give them a reason to come on board. It was agreed that the matter would be discussed with the Growth Hub team.</p> <p>The Board: Thanked TB for his informative presentation and noted the contents of the paper.</p>	
<p>4.6</p>	<p>Growing Places Infrastructure Fund (GPIF) and Investment Strategy</p> <p>PB advised the meeting that the GPIF loan to Woods Group / Concetera for £1.279m for the build of its HQ in Chippenham had been advanced and work was now underway.</p> <p>An Investment Strategy for the future with a Delivery Plan had been drafted. GPIF was a Revolving Capital Fund and the Working Group had</p>	

considered how the loan could become self-sustaining and how the capital growth element of the fund could be distributed as small loans/grants for capital projects. This would not operate in the same market as a commercial bank and the fund should be continually recycled. DS advised the meeting that these would now be assessed by a Technical Panel, not an ITA. The Group had gained significant knowledge and experience during this initial call and the revised assessment process would also save money. AR advised that the Working Group was keen to get the second call out as soon as possible and to make further use of the £8.2m pot of money.

The Board:

NOTED that one GPIF loan had been agreed from the June 2017 call and the project had moved into the monitoring and evaluation stage;

APPROVED the GPIF Investment Strategy 2018-2023;

APPROVED the revised GPIF appraisal and approval process set out in appendix 2; and,

DELEGATED SWLEP Board authority for decision-making to the GPIF Working Group in delivering the GPIF Investment Strategy including the management of the future call programme.

PB tabled an additional item regarding the Salisbury Recovery Programme. Grants to businesses in the area would be from the capital pot of the fund, and we were still awaiting a decision on whether this money would be reimbursed from Central Government.

Additional recommendations for Board approval:

The Board:

authorised the Director to use up to £50,000 from the Growing Places Infrastructure Fund (capital) to establish the fund to support the recovery of the economy in Salisbury; and delegated authority to the Growing Places Infrastructure Fund Investment Working Group to approve further requests up to a value of £50,000, making a maximum commitment of £100,000 without seeking additional Board approval.

5.0 Strategic Developments

5.1 At this stage of the meeting, there was no Wiltshire Council attendance. Items requiring Board approval from this point would be considered by the Members in attendance and additional requisite approvals subsequently sought by email from the Wiltshire Council Board representative.

Local Growth Deal

ID spoke to the paper and made the following opening comments:

- Porton Science Park – the official opening was being rescheduled owing to the Salisbury issue;



- M4 Junction 17 – due to be completed by the end of this month; and
- M4 Junction 16 – due to be completed by the end of April.

Six focus projects

Chippenham

Phase 1a had been completed with the new gatelines and ticket office in place. Phase 1b, which included the lift access and aspect of the public realm, was delayed owing to issues at Network Rail (NR) and new contacts were being established. SWLEP would be writing to NR through GWR to gain co-ordinated support from them. Phase 2 car park would begin next, in May 2018.

Yarnbrook

There was a cost increase owing to the ecological issue of the bats. The submission to HIF was successful and the project was progressing.

The Maltings

The recent events in Salisbury had drawn focus to the city. SWLEP funding for the Maltings project was largely intended for site remediation works prior to construction. Heads of Terms were close to being signed with the developer. A planning application would be submitted in August 2018. The situation in Salisbury would continue to be monitored and efforts taken to garner Central Government support. JM commented that use of language would be crucial during this project and suggested that the works should be referred to as “remediation” rather than “decontamination” to avoid unfortunate association with the recent poisoning incident.

Swindon Bus Exchange

The HIF submission to cover cost increases was not successful. The Commissioning Group was looking how we take this project forward. The Project Team was to give a presentation to update the Board in Part 2 of the meeting.

New Eastern Villages (NEV)

Southern Connector Road

HIF application, future funding element, had been submitted owing to the archaeological finds on site. The funding from the developer is not HIF-dependent. DR advised the meeting that SBC had received a letter from the Ministry of Housing, Communities and Local Government which had confirmed the LA would be progressing to the next stage of application in its bid for £23m.

Gable Cross

The project is progressing.

Wichelstow Southern Access

The project was progressing to plan. There was less flexibility in the profiling, so it was important to keep to timescales. Originally, the project was due to come to the March Board, but it would now be coming to the May Board. This did not affect overall project timescales.

SWLEP was working with the Delivery & Performance Team (DPT) to



	<p>report outputs on completed projects. JM requested the team look back on other projects such as Dyson and Castledown.</p> <p>The Board: APPROVED the Commissioning Group’s assessment that the highlight reports were an accurate representation of the current status of all LGF projects with the email approval of Wiltshire Council sought after the meeting.</p> <p>Corsham Mansion House Corsham Mansion House was successful at achieving funding from LGF2. ID spoke to the paper regarding the updated Business Case, which reflected the changes to partnership working, included the latest costs, and was being linked to the Digital Strategy.</p> <p>The top two floors would be populated with a business incubation facility and the ground floor with business support and stimulation activity, initially run by Wiltshire Council, but looking to work with a range of partners to run events and provide the community Development opportunities.</p> <p>SJ expressed concern on the shift of use of the ground floor where there was not enough stress on “community”, inclusion and training and felt it eroded the public inclusion element of the project. She was keen that it did not become “just another TEN Centre.”</p> <p>ID advised the meeting that although there would no longer be a café on site, the House would be open to local businesses to use the facility, they were seeking a University partner to run the seminars and there was a meeting with Corsham Institute that afternoon to review the situation.</p> <p>He reported that George Gill had been supportive after his meeting with Wiltshire Council and would speak to his contacts regarding the project.</p> <p>JM stressed that this was a capital investment to bring the core building back into use and featuring a community aspect. SWLEP would keep a very close eye on the project after use, and monitor the use by the digital community with the Team reporting back to the Board.</p> <p>JM thanked the team for the updated Business Case.</p> <p>The Board: APPROVED the updated Outline Business Case for Corsham Mansion House enabling the release of funding to support the construction work with the caveat that the team report back to the Board on the use of the facility by the public and the digital community. Approval of Wiltshire Council to be sought after the meeting via email.</p>	<p>22/03/18</p> <p>22/03/18</p>
<p>5.2</p>	<p>Finance Report – LGD Budget and profiling</p>	

	<p>FY17/18 was showing a £7.3m underspend and we continue to accelerate projects where possible. The final position for FY17/18 would be available to update the Board in May 2018. JM advised the project teams to push on with the projects.</p> <p>The Board: APPROVED the forecast spend for 2018-19; and NOTED the forecast spend for 2019-20 onwards. Approval of Wiltshire Council to be sought after the meeting via email.</p>	<p>22/03/18</p>
6.0	Any Other Business and date of next Board Meeting	
	<p>The next Board Meeting was scheduled for Thursday, 24 May 2018 commencing at 9.30am at Aspire Business Centre, Ordnance Road, Tidworth, Wiltshire, SP9 7QD</p> <p>Future Meetings :</p> <p>Wednesday, 25 July 2018 Alamein Suite, City Hall, Malthouse Lane, Salisbury SP2 7TU</p> <p>Wednesday, 19 September 2018 Location to be confirmed</p> <p>Wednesday, 28 November 2018 Location to be confirmed</p> <p>Board meeting dates for 2019</p> <p>Wednesday, 23 January 2019 PLEASE NOTE AFTERNOON SESSION 12.30pm – 4pm</p> <p>Wednesday, 20 March 2019 Thursday, 23 May 2019 Wednesday, 24 July 2019 Thursday, 26 September 2019 Wednesday, 27 November 2019</p> <p>All locations for Board Meetings in 2019 yet to be confirmed.</p>	
	Close of Part One of the Meeting at 12.30pm	
	Part Two of the Meeting	
7.0	<p>Swindon Bus Exchange</p> <p>JG opened the presentation to the meeting by explaining that the Swindon Bus Exchange was one of the six focus projects highlighted by the Steer Davies Gleave review owing to ongoing delays. (See comment in 5.1 above.)</p> <p>Simon Bridgen and Jason Humm presented to the meeting on the vision for the area. The Board requested a paper for the next board meeting in May 2018 where the full programme proposal would be addressed and this</p>	<p>May 2018</p>



would demonstrate whether we have confidence in the delivery programme ahead.

DR commented that this scheme was integral to the Town Centre development. ID advised that the team was looking at the funding mix because of the changes to the project. SWLEP had allocated £3m towards the scheme from LGF and SBC had agreed to match-fund. SBC was hoping that the difference would come from HIF, but this had not been successful. Currently the funding gap was £8m, but this may change with the changes proposed to the project.

JM reiterated that SWLEP Place-shaping was key to our aims, but it had concerns regarding timescales and deliverability of this project.

JM thanked SBC for all the work it was undertaking to bring this project forward.

Close of Part Two of the meeting at 12.50pm

POST MEETING NOTE: email approval received from Baroness Scott of Bybrook OBE to items 5.1, 5.2 and 5.3.

 24 May 2018

From CPRE Wiltshire, Charmian Spickernell, CPRE Wiltshire Vice-Chairman

Question

Re Assurance Framework Paragraph 50

CPRE supports the participation of SWLEP in the consultation processes when Development Plans are made.

However, in order not to undermine public confidence in the Planning System, CPRE asks if there can please be an addition to the Assurance Framework paragraph 50 to make it clear that:

“SWLEP will not support applications that are outside the land approved for development and therefore not in accordance with the Local Plans for Swindon and Wiltshire, nor will SWLEP support applications that pre-empt the roll-forward of the local plans which are going through due process of public consultation before they are adopted.”

Response

The Board always takes into consideration the strategic direction and policies of the local plans of the two Unitary Authorities in its area. However, the SWLEP is a business-led organisation, separate from but working in partnership with local government. It reserves the right to agree or disagree with a local authority’s strategic plans and views on specific planning proposals, in line with local democracy and its own strategic priorities. It would put an unnecessary restraint on the Board’s actions if it disbarred itself from supporting proposals that challenged local planning policies. The Assurance Framework as currently drafted leaves open the possibility of SWLEP challenge to a local plan, as is right and proper. The planning system is robust and subject to public and judicial scrutiny. The views of the Local Enterprise Partnership will be weighed in that process alongside other legitimately expressed views of statutory and public consultees.

The Board appreciates such interest in its Assurance Framework, which is fully compliant with the national Assurance Framework for LEPs. In this instance, no recommendation will be put to the Board to amend its governance arrangements to include the proposed wording suggested by the CPRE.

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Agenda Item 6

	SWLEP Board Meeting 24 May 2018 Paper Number 5.10
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Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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Meeting & Date:	SWLEP Board Meeting – Thursday, 24 May 2018		
Subject:	Highlight Reports		
Attachments:	None		
Author:	Ian Durston	Total no of sheets: (inc cover sheet)	14

Papers are provided for:	Approval <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
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1. Purpose

A summary of the status of each LGF project (and other SWLEP projects) is presented to the Board in order to communicate the status of all projects and to demonstrate that projects are being managed in line with the SWLEP Assurance Framework. These summaries are based on individual highlight reports produced for each project that have been reviewed and approved by the Commissioning Group. Copies of the individual highlight reports can be found on the SWLEP website by clicking on the following link:

https://swlep.co.uk/docs/default-source/programmes/programme-hlr-summary---mar-website.pdf?sfvrsn=c2b16149_14

2. Summary

Six projects have been identified by the Steer Davies Gleave review as ‘focus’ projects that warrant specific attention in this summary. They are:

Chippenham Station Hub

There have been delays to the production of the Full Business Case for phase 1b (lift access) due to the availability of Network Rail resource and timescales for this element of the work are at risk of slip. A letter has been sent from John Mortimer to GWR to request that this issue is addressed.

The planning application for phase 2 of the project (commercial premises) is under development with the application due to be submitted in May 2018. Discussions with a prospective occupier are progressing.

A350 Yarnbrook / West Ashton

Funding to cover the associated cost increase has been successfully granted by the Housing Infrastructure Fund (subject to final clarifications), so a major risk on this project has now been removed. Planning permission has also now been awarded. Discussions are taking place on progressing as a faster pace with development work and an associated acceleration of the LGF spend on the project.

Salisbury Central Car Park and Maltings

The Heads of Terms (HoT) for the land deal with THRE is now in mature state, but the recent incident in Salisbury has prompted a review between the developer and Wiltshire Council - discussions taking place with Central Government. Planning is due to be submitted in August 2018.

Swindon Bus Exchange (Swindon Bus Boulevard)

The application to the Housing Infrastructure Fund (HIF) to cover increased costs on this project was not successful. This leaves a financial viability gap on a project that is already running to tight timescales. However, the Commissioning Group has reviewed this project and recommends that it proceeds with LGF funding based on new plans and spend profiles submitted by Swindon Borough Council. This is discussed in more detail in a separate paper.

New Eastern Villages

Southern Connector Rd – costs have increased due to design requirements to mitigate archaeological discoveries (though are now £2.6m less than previously forecast). These will be covered by developer contributions but an application has also been made to Housing Infrastructure Fund (future funding element) – that is, the developer contributions can be released for other elements of the project if the HIF bid is successful. The result of the HIF application will be known in Summer 2018. Compulsory Purchase Orders (CPOs) may be necessary which have been approved in principle by the SBC cabinet.

A420/Gablecross - A design option has been selected and land assembly is now underway. Osborne appointed to provide early contractor involvement.

Wichelstowe Southern Access

The Outline Business Case is being submitted to the May 2018 Board Meeting. The procurement process for the project will be carried out in June 2018.

Highlight Reports are available for all other projects. The following statistics summarise the status across all of the projects:

- There are 29 live projects covered by the highlight reports and two potential projects (the Salisbury Plain Heritage Centre and the Swindon Museum and Art Gallery).
- Six projects (21%) are completed
- Nine projects (31%) are rated GREEN
- Seven projects (24%) are rated AMBER GREEN
- Four projects (14%) are rated AMBER RED
- Three projects (10%) are rated RED (Swindon Bus Exchange, New Eastern Villages A420 Gablecross and the New Eastern Villages Southern Connector Road).
- No projects have improved their RAG ratings since the last report, and four have deteriorated.

3. Recommendations

The Board is asked to approve the Commissioning Group's assessment that the highlight reports are an accurate representation of the current status of all LGF projects.

4. Highlight Report Summaries

Summaries of all highlight reports are shown on the following pages:

Local Growth Fund – Focus Projects

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1617/004/CSH	Chippenham Station Hub	WC	AR	AR	Waiting for programme from Network Rail for phase 1b (lift) – letter sent from Chairman to chase. Planning application for phase 2 (commercial premises) under development. Discussions underway with prospective occupier.
LGF/1617/009/YWA	A350 Yarnbrook/ West Ashton	WC	G	G	£8.7m HIF application successful (subject to final clarifications). Planning permission now granted.
LGF/1718/003/CCPM	Salisbury Central Car Park and Maltings	WC	AG	AG	Heads of Terms for land deal with THRE in mature state, but being reviewed post Salisbury incident. Discussions taking place with Central Government. Planning due to be submitted in August 2018.
LGF/1617/008/SBX	Swindon Bus Exchange	SBC	R	R	Application to Land Release Fund (£400k) for St John St car park development successful but main application to HIF (£8.3m) not. SBC to present to Commissioning Group on proposed way forward.
LGF/1516/003/EV (iv)	New Eastern Villages Southern Connector Road	SBC	R	R	Overall scheme cost increase due to land assembly revised cost estimates, additional road length and structures to mitigate environmental and archaeological impact (though now £2.6m less than previously forecast). To be covered by developer contributions but submission to Housing Infrastructure Fund has also been made.
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross	SBC	R	R	Design option selected. Land assembly currently underway. Osborne appointed to provide early contractor involvement.
LGF/1617/002/WI	Wichelstowe Southern Access	SBC	AG	AR	The Outline Business Case is being submitted to the May 2018 Board Meeting. The procurement process for the project will be carried out in June 2018.

Local Growth Fund (Growth Deals 1 and 2)

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/001/A350	A350 Improvements	WC	Complete	Complete	
LGF/1516/002/A429	A429 Malmesbury	WC	Complete	Complete	
LGF/1516/004/PSP	Porton Science Park	WC	Complete	Complete	
LGF/1617/001/A350	A350 Dualling Bypass (Badger – Brook + Chequers)	WC	AG	AG	Forecast completion in September 2018.
LGF/1617/007/MH	Mansion House (Corsham)	WC	G	G	Construction work commenced. Updated Outline Business Case approved at LEP May Board. Construction completion forecast for November 2018. George Gill and Shahina Johnson to join working group for operation of facility.
LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	WC	G	Complete	Construction complete.
LGF/1617/009/UFB	Ultra Fast Broadband	WC	G	AG	Mobilisation and surveying is currently underway. Some technical issues in Malmesbury area. Way forward under discussion.
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	AG	AG	Detailed design of 18/19 scheme elements is being progressed. Completion by September 2018. Detailed project plan outstanding.
LGF/1617/003/SRT	Swindon Rapid Transit	SBC	AR	AR	FBC for Wichelstowe phase agreed by January Board subject to final price for Mannington element. Final price to be supplied in phases. Work in progress on Tadpole Farm and NEV schemes.

LGF/1617/006/JNC16	M4 Junction 16	SBC	G	Complete	Construction complete.
LGF/1617/010/SPHC	Salisbury Plain Heritage Centre	WC			Discussions taking place with trustees on LEP support for project. Highlight Report to be produced if project goes ahead.
LGF/1617/011/SMAG	Swindon Museum and Art Gallery	SBC			Heritage Lottery Fund application not successful. Highlight Report to be produced if project goes ahead.

Local Growth Fund (Growth Deal 3)					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGf/1718/001/WCS	Wiltshire College - Salisbury	Wiltshire College	G	G	Stage 3 design work due to complete in April 2018. No significant changes to requirements. Planning permission approved.
LGf/1718/002/WCL	Wiltshire College - Lackham	Wiltshire College	G	G	Stage 2 design work underway. Review of timescales being carried out to ensure fit with financial profiling.

Department for Transport – LGF (Growth Deal 1)

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	AG	AG	Preliminary design work on track for completion in August 2018. Some issues with timescales of Highways England framework contract SBC are making use of. New slip bridge required involving discussions with Network Rail.
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout (Package 1)	SBC	Complete	Complete	
LGF/1516/003/EV (iib)	New Eastern Villages -West of A419 (Package 2)	SBC	G	AG	Project still within original predicted budget. Scheme spend estimated to start in 2019/20. Scope of work dependent on comprehensive NEV access strategy and developer proposals. Concept design not yet worked up.

Department for Transport - Retained					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (v)	New Eastern Villages White Hart Junction	SBC	G	AG	Dedicated design team is in place and is progressing design work – preliminary design due for completion in June 2018. Some issues with timescales of Highways England framework contract SBC are making use of. New slip bridge required involving discussions with Network Rail.
LGF/1516/003/EV (vi)	New Eastern Villages Business Case	SBC	G	G	OBC scheduled for July Board Meeting.

City Deal

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/006/CD	Higher Futures	WC & SBC	AR	AR	Target numbers of learners remain a challenge – various strategies to address (e.g. marketing materials, delivery of engagement strategy, encouragement of apprenticeships)

Careers and Enterprise Company (CEC)

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network	WC & SBC	G	G	Project going well with 53 schools/colleges & 46 Enterprise Advisers engaged. Focussed on getting schools/colleges to assess their careers provision against the Gatsby benchmarks. Very positive feedback from CEC representative.

Department of Business Energy and Industrial Strategy (BEIS)

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/002/GH	Growth Hub	LEP	G	G	Growth Hub progressing well. Growth Hub used to promote support to Salisbury businesses and CRM system used to track businesses engaged with.

Growing Places Infrastructure Fund (GPIF)					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GPIF/001/CAS	GPIF – Castledown Business Park	WC	G	G	£2.54m loan paid to project in 14/15. Repayment was scheduled for March 2018.
LEP/GPIF/002/WD	GPIF – Woods Group	Woods Group	G	G	£1,279,235 loan agreement signed. Repayment to SWLEP by end March 2021.




Key

Project Status

	Red	Amber Red	Amber Green	Green
	R	AR	AG	G

See below for RAG rating methodology

Direction of Travel

-  Project status expected to remain same going forward
-  Project status expected to improve going forward
-  Project status expected to get worse going forward

Milestones

BLUE – complete, **GREEN** - on track, **AMBER** - at risk, **RED** – will be late/is late.

RAG Rating

		Impact			
		1 (Low)	2	3	4 (High)
Probability	4 (Likely)				
	3				
	2				
	1 (Unlikely)				

The RAG reporting is based on the composite elements of probability and impact (see chart to the left) and splits in to the following categories:

- **GREEN:** Project considered being on track, to time, quality and cost.
- **AMBER-GREEN:** Project considered at risk of minor to medium impacts on time, scope and/or cost – requires small mitigating action.
- **AMBER-RED:** Project considered at risk of medium to major impacts on time, scope and/or cost – requires mitigating action.
- **RED:** Project considered at serious risk of significant impact on time, scope and/or cost. Immediate mitigating action required.

RAG Scoring

RAG rating	Cost	Scope	Time
	<ul style="list-style-type: none"> • Minor cost variance on initial project cost may be present. • <1% change in total project cost 	<ul style="list-style-type: none"> • Deliverables and project scope remains unaltered. 	<ul style="list-style-type: none"> • Minor project slippage may be present but total project delivery remains on track. • <30 days total slippage.
	<ul style="list-style-type: none"> • Project is experiencing or expected to experience minor cost increases. • >1% but <5% on total project cost. 	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience small changes to scope and outputs delivered. 	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience slippage. • >30 days but <90days total project slippage
	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience major increases in total project costs • >5% but <10% on total project cost. 	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience major changes to scope and outputs delivered. 	<ul style="list-style-type: none"> • Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. • >90 days slippage but <6 Months total project slippage.
	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience significant and major cost increases. • >10% on total project cost. 	<ul style="list-style-type: none"> • Project is experiencing or is expected to experience significant change to scope and outputs delivered. 	<ul style="list-style-type: none"> • Project is suffering significant and major delays to delivery. • >6 Months total project slippage.

Principles of Overall Project RAG Status

- The 'lowest' rating against any of the 3 areas of Cost, Scope or Time will be used for the overall project RAG rating.

