



Attendees	<p>Board: Amanda Burnside (AB) / Col Andrew Dawes (AD) / Doug Gale (DG) / George Gill (GG) / Shahina Johnson (SJ) / John Mortimer (JM) / Vic O'Brien (VO) / Alex Reed (AR) / David Renard (DR) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Mark Smith (MS) / Jonathan Webber (JW) / Peter Wragg (PW)</p> <p>Advisors: John Gilbert (JG)</p> <p>Observers: Chuck Berry (CBe)</p> <p>Secretariat: Paddy Bradley (PB) / Tim Martiensen (TM) / Philippa Venables (PV)</p> <p>Others: Ian Durston (ID) / Jo Minnaar (JoM) / Debby Skellern (DS)</p> <p>Guests : Matt Barnes (MB), GWR / Sarah Cosentino (SC) / Alex Crook (ACr), BEIS / Rod Hebden (RH), Swindon Museum and Art Gallery / Jennie Rothera (JR), Steer Davies Gleave / John Thomson (JT)</p>
Apologies	Alistair Cunningham (AC) / Oliver Donachie (OD) / Parvis Khansari (PK)
Chair	John Mortimer (JM)
Minutes	Deborah House (DKH)
Venue	Salisbury Room, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN
Start time	9.30am
Finish time	12.40pm

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 to Alex Reed for attendance at his first Board Meeting, Tom Bown in his role as interim Marketing & Comms Manager and Jo Minnaar following her appointment to the role of Growth Hub Manager. Congratulations were also offered to Shahina Johnson on her significant birthday. Apologies were noted.</p> <p>Conflicts of Interest – All members had sight of the SWLEP Conflicts of Interest policy with print outs on the table. SJ declared her interest for Create Studios in Item 4.4, with regard to the Institute of Technology, and AB declared her ongoing interest in LGF3 funding for Wiltshire College.</p> <p>Appointment - Peter Wragg's continued appointment to the SWLEP Board was proposed by the Chairman and seconded by JS.</p> <p>The Board agreed: to continue Peter Wragg's appointment for a term of a further three years.</p>	
2.0	Board Minutes, Action Log, Chairman update	
	The minutes of the meeting held on 20 September 2017 were presented for consideration. It was,	



Resolved:

To APPROVE and sign the minutes as a true and correct record.

Matters Arising

- **University of Bath (ISTI)** – PB advised that the University’s interest in the Swindon Carriage Works had ceased and it would be looking to increase presence at the Bristol and Bath Science Park.
- **Revised logos** – JM thanked members of the Board for agreement off-line of the revised SWLEP and Growth Hub logos in time for the Annual Conference on 5 October 2017.
- **Investment & Export Manager** – PB advised that a Job Description had been agreed and was being advertised on SWLEP and Wiltshire Council’s websites and via LinkedIn. The deadline for applications was 21 December 2017. A secondment option would be considered.
- **Better Business for All (BBfA)** – PB advised the meeting that a workshop had been held on 7 November 2017 with a good attendance from Council staff and members of regulatory services. An Action Plan was being developed and Peter Wragg volunteered to act as Board Sponsor.

The Board considered the Action Log of Board activities up to 23 November 2017 and the items were noted with particular reference as follows:

- **Higher Education Strategy** – AB advised the meeting that the timing for the report would be slightly delayed.
- **Local Economic Assessment** – a workshop for Board Members would take place after the Board Meeting in January 2018 with a report to the Board in March 2018.

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

- 5 Oct – attended SWLEP Annual Conference
- 10 Oct – Chaired SWLEP Growth Hub Governance Group
- 12 Oct – Attended the Corsham Institute Reception in House of Lords
- 13 Oct – attended and spoke at the EVI00 Chinese delegation dinner at STEAM, Swindon
- 16 Oct – Attended SWLEP Joint Scrutiny Task Group Meeting
- 31 Oct – Attended and spoke at the Inspire/Goldman Sachs Scale-up event in Bristol
- 2 Nov – Attended Swindon and Wiltshire ESIF Subcommittee
- 13 Nov – Chaired South West LEPs’ Meeting at Wiltshire College
- 15 Nov – Chaired SWLEP Commissioning Group Meeting
- 16 Nov – Attended LEP Roundtable with BEIS sponsor Minister, Lord Henley
- 21 Nov – Attended national DEFRA roundtable with Lord Gardiner on connectivity, representing all LEPs



	<ul style="list-style-type: none"> • 22 Nov – Represented South West LEPs at the LEP Network Management Board • 27 Nov – Attended the launch by Secretary of State, Greg Clark, of the Industrial Strategy and • attended various meetings with SWLEP Executive Team. 	
3.0	Submitted questions	
	<p>A question was received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member. A copy of the question and response given is attached to these minutes.</p> <p>Mrs Spickernell had advised that she was unable to attend the meeting, but the Board thanked her for her continued interest in the SWLEP.</p>	
4.0	Strategic Developments	
4.1	<p>Chairman’s Review – a year on</p> <p>JM presented to the Board on progress made during his Chairmanship. The presentation can be found on the SWLEP website under Board documents or by following this link https://www.swlep.co.uk/board/document636476519308494000.pdf .</p> <p>JM highlighted the vacancies available on the Board and added that more emphasis would be placed on member recruitment with sector experience in his second year. The matter was raised about investigating global opportunities for these sectors in order to leverage funding and accelerate productivity so the Swindon and Wiltshire area does not get left behind; to be proactive in reaching outwards.</p>	
4.2	<p>The Mary Ney Review</p> <p>PB presented the paper to the meeting on the findings and recommendations of the report. As a means to test the governance structures of LEPs, the LEP Network had instigated peer reviews in order to ascertain compliance and BEIS had also reviewed all LEP websites to gauge compliance levels. Overall, SWLEP had performed well and had greater levels of public visibility than most with ongoing improvements to clarity on its website. However, there was always room for improvement and effective implementation of its governance procedures was the key factor, not merely the existence of policies. Any financial information made public should be clear, simple and understandable. The question was raised as to how SWLEP measured its visibility when the meetings did not attract large numbers and there was low public attendance. It was seen as the Marketing and Communications Manager’s role to make information easily accessible. The decisions and investments the SWLEP Board made as a voluntary partnership is investigated during the Annual Conversation. This would focus on three things:</p> <ul style="list-style-type: none"> • Delivery, • Governance and 	



	<ul style="list-style-type: none"> • Strategy <p>As a result of the recommendations, the Assurance Framework was being reviewed with work being undertaken outside the Meeting and would be brought back to a future meeting for Board approval. The Government has committed to producing good practice guidance on conflicts of interest, public accountability, the role of the Section 151 officer and the role of elected officials in the decision-making of LEP Boards. A written confirmation of the SWLEP's compliance with its Assurance Framework needed to be submitted to DCLG by the Section 151 Officer by 28 February 2018 as in previous years. On the back of the review, BEIS would produce and re-issue a re-worked National Assurance Framework.</p> <p>The Board resolved:</p> <p>to welcome the recommendations of the Department for Communities and Local Government Non-Executive Director Review into Local Enterprise Partnership Governance and Transparency;</p> <p>to authorise the Director of the SWLEP to report to the Board on 24 January 2018 on any necessary revisions to the SWLEP's Assurance Framework to accommodate Government guidance; and</p> <p>to request that the Section 151 Officer of the Accountable Body attends the Board meeting on 24 January 2018 to present his report on SWLEP compliance with its Assurance Framework, prior to submission to the DCLG.</p>	
<p>4.3</p>	<p>South West Rural Productivity Commission</p> <p>JM spoke to the paper and advised that the Commission had been set up by four of the South West LEPs to investigate the problems experienced in rural areas and how they could be addressed. Each LEP appointed a commissioner. The Commission had held hearings in each of the counties enabling all interested parties to submit evidence. The Commission had published its report, findings and recommendations. The main issue appeared to be Digital Connectivity across the whole area. The SWLEP Rural Economy Sector Group would consider the report findings and make recommendations for relevant actions to be taken in the LEP area. The work is advising other LEPs via the LEP Network.</p> <p>The SWLEP Board:</p> <p>endorsed the work of the South West Rural Productivity Commission to identify the opportunities and challenges facing the rural economies in the south west; and</p> <p>agreed that the evidence from the Commission be used in the local economic assessment for Swindon and Wiltshire previously commissioned by the Board.</p>	
<p>4.4</p>	<p>Institute of Technology</p> <p>PB spoke to the paper and advised the meeting that 100 Expressions of</p>	



	<p>Interest (Eol) had been submitted across the country. The submissions should be endorsed by the local LEP, operate cross-boundary and be employer-led. The Post-16 Review bound Swindon and Wiltshire with Gloucestershire and Gfirst had advised that it was looking to work with SWLEP on this reflecting the suggestions of the review. There were nine Eols submitted in the South West region and this needed to be rationalised.</p> <p>The Board noted: the content of the paper and would be updated on progress.</p>	
5.0	Local Growth Deal	
5.1	<p>Ultrafast Broadband</p> <p>A presentation was given by JT and SC on the current status concerning the Ultrafast Broadband project. The presentation can be found on the SWLEP website under Board documents or by following this link https://www.swlep.co.uk/board/document636476534374974000.pdf</p> <p>DR advised the meeting that Swindon Borough Council (SBC) had not been involved in this programme, as it had opted to follow a different route for the Borough. AD asked for clarification regarding military communities in the area as 1,000 homes were due to be built but did not appear to be taken into account on the map. SC advised that these had not been included in the modelling because they were yet to be built, but could be picked up in future. JS advised that the Wiltshire Council considers digital infrastructure as a utility such as water, electricity and sewage and that connectivity capability with ducting into estates should be incorporated into planning consent conditions for new development. . However, this was not the case with MoD plans. So there would be gaps. With aerospace industries due to move into Boscombe, the residual white spaces on the map would need to be addressed. The question of how the remaining 4% gap in superfast coverage was noted as was the need for political pressure to be exerted to provide funding for solutions to be implemented.</p> <p>The Chairman thanked JT and SC for their work and for clarifying the project to the Board.</p>	
5.2	<p>Swindon Museum and Art Gallery (SMAG)</p> <p>A presentation was given by RH on the current status concerning the plans for the Swindon Museum and Art Gallery project and its submission to the Heritage Lottery Fund (HLF) on Thursday, 30 November 2017. The presentation can be found on the SWLEP website under Board documents or by following this link https://www.swlep.co.uk/board/document636476531950890000.pdf</p> <p>The Chairman thanked RH for the presentation and asked for the Board to be kept informed of the outcome of the HLF decision when announced in April 2018.</p>	
5.3	Chippenham Station Hub Phase I (part A only) – Full Business	



	<p>Case Matt Barnes of GWR gave a verbal update to the Board regarding the gateline project at Chippenham Station.</p> <p>The Board: Approved the ‘Chippenham Station Hub Phase I (Part A)’ Full Business Case.</p> <p>Chippenham Station Hub Project Status MC spoke to the paper regarding the change of project status on the whole Chippenham Station Hub scheme. Previously the scheme had been designated a DfT Retained Scheme, which meant the Department of Transport had overall overview of the scheme. In moving to “de-retained” status, SWLEP would have more flexibility and control over the scheme, in particular, with regard to the various scheme phases. An Outline Business Case would therefore come to the Board in January 2018 for the whole scheme and Full Business Cases would come through for Board approval for the various phases when appropriate.</p> <p>The SWLEP Board: approved the un-retaining of the Chippenham Station Hub scheme with the responsibility and oversight for the delivery of the projects remaining wholly with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).</p>	<p>Jan 2018</p>
<p>5.4</p>	<p>Corsham Mansion House update TM spoke to the paper and advised the Meeting regarding the current status of the Corsham Mansion House project. According to the current Assurance Framework, a Full Business Case is not required for non-Transport projects. An updated Outline Business Case reflecting the current situation would therefore be brought to the Board Meeting in January 2018.</p> <p>The SWLEP Board: noted the project update and proposal to submit the Full Business Case in January 2018; and approved that Wiltshire Council enter into contract with the preferred supplier in advance of the SWLEP appraisal of the project Full Business Case. This will enable works to commence early in 2018.</p>	<p>Jan 2018</p>
<p>5.5</p>	<p>LGF Project Audit – presentation on Steer Davies Gleave review, including Commissioning Group Project Highlight Reports ID, SWLEP Programme Manager, presented to the Board on the review undertaken by Steer Davies Gleave (SDG) on the status of the projects financed under the Local Growth Fund. The presentation can be found on the SWLEP website under Board documents or by following this link https://www.swlep.co.uk/board/document636476537394354000.pdf Although no projects were deemed undeliverable within the programme</p>	



	<p>timetable, six key projects warranted more scrutiny and would be more closely monitored. These were:</p> <ul style="list-style-type: none"> • Chippenham Station Hub • Yarnbrook West Ashton Relief Road • The Maltings and Central Car Park • Swindon Bus Exchange • New Eastern Villages – Southern Connector Road and A420 • Southern Access to Wichelstowe <p>The question was raised as to whether there were any back-up projects in the pipeline should any project be deemed undeliverable. ID advised that the team was in the process of identifying any “spade-ready” projects which could be brought forward in these circumstances, which may be different to those already on the priority list. In this scenario, these suggestions would be put before the Board for approval to take forward. The Chairman thanked ID and SDG on the work carried out on the review and the Board looked forward to receiving further reports in due course.</p> <p>The Board approved the recommendations in the paper, being: that the six projects identified are separated out in the Commissioning Group Highlight Reports for particular scrutiny at future Commissioning Group meetings; that the critical ‘Go/No Go’ milestones for these projects are identified that would trigger a project withdrawal from the LGF portfolio if not met (subject to Commissioning Group decision at the time); and, that the Delivery & Performance Team (DPT) is tasked with identifying suitable back up projects in the event that a project is withdrawn.</p>	
5.6	<p>Finance Report – LGD Budget and profiling The paper was provided for information.</p> <p>The SWLEP Board noted the contents of the paper.</p>	
6.0	<p>SWLEP Core Activity</p>	
6.1	<p>Growing Places Infrastructure Fund (GPIF) Open call update The paper was provided for information and AS, as Chair of the Working Group, advised the Meeting that the process was progressing well.</p> <p>The SWLEP Board: Noted that the call has progressed in line with the published timetable and that work is underway to agree the loan agreement terms.</p>	
6.2	<p>Swindon and Wiltshire Digital Platform Development The paper was provided for information, but a specific question was raised regarding the implementation of a new website for The Enterprise Network (TEN). The recommendation from the provider was that this site be built on the same technology at the main SWLEP website. TEN had requested further costings relating to hosting, support and maintenance. JM requested that costs of integrating the TEN web presence into the Growth Hub were compared with the costs of a stand-alone web presence.</p>	



	Action: to bring back to the Board.	Jan 2018
6.3	Marketing and Communications report The paper was provided for information. The SWLEP Board noted the contents of the paper.	

7.0	Other SWLEP Programmes	
7.1	Update on European Structural and Investment Fund 2016-2020 The paper was provided for information. The SWLEP Board noted the contents of the paper.	
7.2	Finance Report – other SWLEP Programme Budgets and General Account, including Subgroup spending The paper was provided for information. The SWLEP Board noted the contents of the paper.	
8.0	Any Other Business and date of next Board Meeting	
	There was no other business and the meeting was closed. The next Board Meeting was scheduled for Wednesday, 24 January 2018 commencing at 9.30am in the Committee Rooms, Monkton Park, Chippenham, SN15 1ER Future Meetings : Wednesday, 21 March 2018 The offices of WRc plc, Frankland Road, Blagrove, Swindon, SN5 8YF Thursday, 24 May 2018 Location to be confirmed Wednesday, 25 July 2018 Location to be confirmed Wednesday, 19 September 2018 Location to be confirmed Wednesday, 28 November 2018 Location to be confirmed	
	Confidential Item The public are excluded from this part of the meeting under the terms of the Swindon and Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.	
	Close of Part One of Meeting at 12.30pm	



JS and AB left the meeting.	
Part Two of Meeting	
Growing Places Infrastructure Fund (GPIF) Open call applications' review AS, Chair of the GPIF Working Group, spoke to the paper. JM, PW and AC declared their conflicts of interests concerning the applications. James Blundell and Ian Thompson from Cushman & Wakefield, were available for questions in their capacity as Independent Technical Advisors (ITA) for the applications. AS outlined the recommendations as detailed. There was debate on the recommendations. Potential other funding opportunities would be available in the future and learnings from this process would be taken forward. The seven remaining voting Board members resolved to accept the recommendations: <ul style="list-style-type: none">• to approve one loan application to progress to stage 2 of the application process;• to reject the remaining five applications for loans but to approve additional work be undertaken on two applications as follows:<ul style="list-style-type: none">○ but to approve one loan application to undergo due diligence checks as part of stage 2 for consideration in a future GPIF call subject to Board of Trustee approval (January 2018) and reserved planning consent is granted in March 2018; and○ to endorse further discussions with one applicant as a project of potential interest to the SWLEP, but not yet ready for a GPIF loan.	
Close of Part Two Meeting at 1:10pm	

James Blundell

26 January 2018.



From Charmian Spickernell, CPRE Wiltshire, Vice-Chairman

Comment

There is strong support for Mary Ney's Report, paragraph 92 where she suggests maintaining on the web-site a rolling schedule of projects funded with brief descriptions, and for her paragraph 9.3 where she suggests scrutiny of the projects by overview and scrutiny committees. We welcome in particular scrutiny of the transport projects and that this has already happened with regard to Chippenham Station.

We are also interested to read the Rural Productivity Commission Report at paragraph 2.6.5 which recognises rural and urban areas are different. Affordable and social rented housing is needed in the rural areas but at the same time there has to be good public transport.

Question

“Does SWLEP consider funding to help the regeneration of existing centres that are struggling rather than always funding infrastructure to unlock new development?”

Response

The Swindon and Wiltshire Local Enterprise Partnership makes decisions to fund infrastructure and other projects based on an analysis of the scale of the economic benefits arising from the project and the extent to which the promoter of the scheme has backing from other parties and can demonstrate a groundswell of support.

We do focus capital investment projects in our three growth zones, which form corridors: Swindon and the M4; the A350 and Salisbury and the A303. The schemes which have been put forward and made progress through our sifting process, supported by independent analysis, have been projects both to unlock new developments and the refurbishment of existing provision often as part of regeneration plans for our major urban centres, such as Swindon and Salisbury and our market towns. The SWLEP uses the same criteria to assess an infrastructure project to unlock new development as it does for a scheme to refurbish an existing centre which appears to be struggling. In both cases, the size of economic benefits, which take account of financial costs and social and environmental factors, determine the level of priority assigned by the Board. The projects listed below involve refurbishment of existing provision in order to improve its performance as well some new development:

- Corsham – Mansion House
- Chippenham – Chippenham Station Hub
- Lackham – Wiltshire College campus
- Swindon – Bus Exchange
- Salisbury – Wiltshire College campus and Maltings/Central Car Park



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

**Board Meeting
29 November 2017
Paper Number 11.3**

In addition to funding through our local growth deal, there are opportunities under our Growing Places Infrastructure Fund (GPIF) for projects to secure a loan from the SWLEP if the activity is going to deliver new jobs and/or new homes. The funding is targeted at commercial projects which have either stalled due to lack of investment or whose delivery can be accelerated through the availability of a GPIF loan. The details of our latest call (June 2017) are available to view on our website.