



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 PWV 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>	



	<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.</p> <p>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.</p>	
<p>4.4</p>	<p>Finance Report – SWLEP General Account and other Programmes</p> <p>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</p> <p>GPIF – the proposed funding allocation to the Salisbury recovery would be taken from the capital account.</p> <p>The Board: APPROVED the SWLEP Annual Budget for 2018-19 covering core activity.</p>	
<p>4.6</p>	<p>Item taken out of order Investment update</p> <p>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.</p> <p>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>	



	<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.