

Attendees	<p>Board: Amanda Burnside (AB) / Col James Coote DSO OBE (JC) / George Gill (GG) / Shahina Johnson (SJ) / John Mortimer (JM) / Vic O'Brien (VO) / David Renard (DR) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Peter Wragg (PW)</p> <p>Advisors: Dr Carlton Brand (CB) / John Gilbert (JG)</p> <p>Observers: Fleur de Rhé-Philippe (FdRP) / Garry Perkins (GP)</p> <p>Secretariat: Paddy Bradley (PB) / Sally Burnett (SB) / Alistair Cunningham (AC) / Andy Evans (AE)</p> <p>Others: Trudie Clarkson (TC) / Ian Durston (ID) / Vanessa Joseph (VJ) / Colette Mallon (CM) / Debby Skellern (DS) / Leanne Sykes (LS)</p> <p>Guests : James Beeson and Kristina Angelova of RIKADigital</p>
Apologies	Alex Crook, BEIS (ACr) / Parvis Khansari (PK) / Simon Patten (SP)
Chair	John Mortimer (JM)
Minutes	Deborah House (DKH)
Venue	Wiltshire College, Cocklebury Road, Chippenham, SN15 3QD
Start time	9.40am
Finish time	12.30pm

Item	Summary of Issues Discussed and Decisions – Part I	Deadline
1	Welcome and Introductions, Conflicts of Interest	
	<p>The Chairman welcomed all those present to the meeting. Apologies were noted.</p> <p>Conflicts of Interest – PW declared a conflict of interest with regard to Item 3.8 and AB declared that she was a Board Member of Inspire.</p> <p>The Chairman advised of Marc Richard's resignation from the Board and thanked him for his contribution over the past year.</p>	
2	Board Minutes, Action Log, Chairman update, Vice-Chair recruitment update	
	<p>The minutes of the meeting held on 25 January 2017 were presented for consideration. It was,</p> <p>Resolved: To APPROVE and sign the minutes as a true and correct record once the amendment had been made.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Industrial Strategy – the item was in hand and was on the agenda for discussion; • Swindon Museum & Art Gallery – a formal note had been issued and acknowledged; • Marketing & Comms – VJ and GG were still to meet; 	

- **Digital Capability Subgroup** – PB advised that two LA Officers had been identified to join the Subgroup;
- **ESIF update** – tabled in the pack;
- **Military update** – Col Coote will give a formal presentation at the Board in May 2017. In the meantime, JC advised that 2020 Basing is pushing ahead, with the numbers in the county broadly as previously, with an increase in Warminster. Meetings with Wiltshire College and employers have gone well and the Covenant signing in Lyneham was successful. 5 Rifles had been sent to Estonia for six months; and
- **Board Member recruitment** – PB updated the meeting on the plan for recruitment. JM will send letter to the largest employers in the SWLEP area seeking their support. The Board was seeking support from Members to use their networks to advise of the vacancies. A pack of information was being prepared to speak with one voice and Institute of Directors, Chambers of Commerce etc would also be contacted. The Assurance Framework allows for Board membership to be between 14 and 20 seats. The criteria for selection would firstly be strategic leadership, then sector specific experience and thereafter geographical location. It was hoped that appointments could be confirmed at the July Board Meeting.

Action : PB to circulate the plan and timeline to Members.

19/04/2017

The Board considered the Action Log of Board activities up to 15 March 2017 and the items were noted. The May Board Meeting will have a full agenda and Members were advised that all items were on schedule to be brought forward for that meeting.

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

- 27 Jan – attended the South West Tourism Conference, Tiverton;
- 8 Feb – chaired the launch of EAFRD Growth Programme in Devizes and attended the Enterprise Wiltshire Board in Chippenham;
- 14 Feb – attended the Joint Strategic Economic Committee and a meeting of project managers and RIKADigital regarding the Digital Platform, Chippenham;
- 16 Feb – chaired inception meeting for the Rural Economic Plan, Biddestone;
- 21 Feb – attended the opening of a new exhibition at Swindon Museum & Art Gallery;
- 22 Feb – attended Industrial Strategy Workshop, Corsham;
- 23 Feb – attended the visit by Secretary of State, Rt Hon Sajid Javid MP, to Chippenham College where LGF3 award of £28.1m to SWLEP was announced;

	<ul style="list-style-type: none"> • 1 Mar – attended the Swindon I75 Reception; • 2 Mar – attended Community Rail Designation of TransWilts line with Minister for Rail, Paul Maynard MP; • 8 Mar – chaired SWLEP Commissioning Group; • 13 Mar – Met with elected officers and Executive of Corsham Town Council; • 21 Mar – chaired Rural Economy Sector Group, Biddestone; and • various meetings with SWLEP Executive Team. 	
3	Submitted questions	
	<p>Questions were received from Mrs Charmian Spickernell, Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member. A copy of the questions and responses given is attached to these minutes. In response to Mrs Spickernell's supplementary question, DR did not accept the assumptions made by the questions regarding the planning process, but agreed that the response reflected the position of Swindon Borough Council. Commercial applications are planned for the south west corner of Wichelstowe so this access was considered vital to the overall area. CS reiterated that the routes into town needed to be properly assessed for connection to the town centre and stated that CPRE's position therefore had not changed.</p>	
4	Papers for approval	
	<p>Institute of Sustainable Technology Innovation (ISTI) AC advised the Board that SWLEP had started working on this project with the University of Bath approximately 18 months ago and that it is aligned with the SWLEP's High Value Manufacturing strategy. The Business Plan had already been prepared, but the project had not gone through the University's governance process. The Board was being asked whether it wished to show its support for the project and whether it should be progressed further. It would be an intellectual hub and something unique within the area. Several Members of the Board were excited by the project and wanted it to be driven forward as quickly as possible. Having a university partner within the area would be a big bonus and would strengthen the SWLEP's position. Funding for this project would be sought by going directly to government but there are time constraints. The University was unable to expand within Bath itself owing to land constraints and there were potential premises available in Swindon. However, SBC would not be able to hold on to these for too long as there were other potential clients interested.</p> <p>Action : JM to issue letter to Vice Chancellor of the University of Bath summarising the views of the Board emphasising the support of the SWLEP.</p>	<p>24/04/2017</p>

The Board resolved

To accept the recommendation to support the project of the University of Bath.

Growth Hub Overview

ID spoke to the paper outlining the reasons for the change and to improve the access for businesses to support via the single gateway of the Growth Hub portal. Some businesses would not require the 12 hours of face-to-face mentoring, or indeed, may not want it. The new approach would be a way to plug the gap. On the back of ESIF funding, the Growth Hub is able to recruit two advisors, one to manage the Growth Hub and one to act as business advisor. As the Enterprise Network (TEN) had taken on the role as the triage centre for incoming calls, there was also a plan to incorporate the offices into the Growth Hub model and present a more joined up approach to businesses. There was debate about the model which concluded with the Board supporting the proposed way forward.

Growth Hub Portal – presentation by RIKADigital

A presentation by James Beeson and Kristina Angelova of RIKADigital can be found on the SWLEP website at <http://www.swlep.co.uk/board/document636275293110936000.pdf>. The presentation outlined the review of the various system approaches and the concluding recommendation. The meeting was mindful of Data Protection and the need to be compliant. The complication with the project was the desire to obtain the software speedily in order to use this year's funding and methods were being sought to ensure this happened. There was debate on the technical provision for the project and it was agreed that GG should meet with the project team following the meeting. The consensus of the Board was that the project be approved.

The Board resolved:

To support the project and to APPROVE the overall approach and expenditure described in papers 3.5a and 3.5b. GG to provide an additional overview of the technical aspects of the programme.

Governance Framework

The Framework was discussed with only two questions regarding :

1. the wording relating to the number of Board members and whether it allowed for the number of Board members to fall below 14 following resignations ; and
2. the Conflicts of Interest Policy, section C para 6 where “A Board member shall not vote or participate in discussions...”

Point 1. The Board would be deemed quorate with eight members being present, but the wording of the Framework needed to be reviewed so

that it covered the eventuality of Board numbers falling below 14 in the event of resignations; and
Point 2. It was agreed that a Board member declaring a conflict of interest should not vote, but that they would be able to take part in discussions.

Action : DS to make amendments as discussed and send via email to Board members to seek agreement of acceptance.

31/03/2017

Finance Reports

Local Growth Fund 1 (LGF1) and Local Growth Fund 2 (LGF2)

This paper was provided as an update to that already seen by the Board at the Meetings in November 2016 and January 2017 showing the current status. A “green” column had now been added to show actual spend. The cash-flow gap requiring to be managed was larger than previously thought but was considered manageable.

Action : ID and LS to work together to manage the profile.

ongoing

For retained schemes, the underspend can be managed directly with DfT.

The SWELP Board APPROVED the ongoing approach outlined to managing LGF profiling.

SWLEP General Account 2017/2018

PB referred to the paper circulated prior to the meeting. This referred to the funding request from VisitWiltshire for the Great West Way which had been submitted via the Place Shaping Subgroup. PW spoke to members and explained the premise of the project, which had the support of six LEPS:

- Swindon and Wiltshire LEP;
- West of England LEP;
- Buckinghamshire Thames Valley LEP;
- Oxfordshire LEP;
- Berkshire Thames Valley LEP; and
- the Gloucestershire LEP, GFirst.

VisitWiltshire was seeking £20,000 to develop the Business Plan in order to bid for the next tranche of funding.

The Board resolved:

To APPROVE the grant of £20,000 for the development of the Business Plan.

Reference was made to Section 6.1.3 of the paper regarding the recruitment of an Investment Manager from the GPIF revenue stream. There was debate around the fact that both UAs are undergoing redundancies at present. It was suggested that there might be a suitable

	<p>candidate in the pool and they would like to be given the opportunity to check the teams. It was agreed that the matter should be discussed between PB and the UAs.</p> <p>Action : to bring back to Board Meeting in May 2017.</p> <p>The Board resolved: To APPROVE the budget for the General Account and the additional use of the programme budget funds shown in section 6 and Appendix 2 subject to the discussion in the point above.</p> <p>Local Growth Deal 3 Award ID spoke to the paper. Projects 1- 3 of the Category 1 projects had been allocated funding – being the total amounts for Projects 1 and 2, Wiltshire College Salisbury campus and Wiltshire College Lackham Campus (£13.83m and £8.2m respectively) and the remaining £6.06m to the Maltings project. There was a funding gap of £1.44m for this project, and Wiltshire Council was working towards closing this gap. Responding to concerns raised by DR regarding the prioritisation of future project, JM emphasised that the spirit of the Prioritisation List drawn up for the LGF application should be respected if further funding streams become available, subject to additional local projects and spending plans coming into the pipeline and the criteria set for future funding streams.</p> <p>The Board resolved: To note</p> <ul style="list-style-type: none"> • the award of £28.09m in local growth deal round 3, which is in addition to £140.8m previously awarded in the first two rounds in 2014 and 2015; • the payment schedule received from BEIS for LGF 3 projects and the associated cash flow management process across the portfolio of LGF1,2 and 3 projects; and • the letter sent by the Chairman and the Director to all project leads of the 11 projects which formed the SWLEP’s bid to Government in July 2016. 	<p>25/05/2017</p>
5	Papers for information	
	<p>Marketing and Communications update VJ spoke to the paper. PB advised that the change to the paper issued was that SWLEP Sponsor, Lord Prior, was not meeting his sponsored LEPs in Swindon during April, but that this meeting was now being held immediately after the LEP Conference in London on 27 March 2017.</p> <p>Update on European Structural and Investment Fund 2014-2020 programme FdRP spoke to the paper and offered thanks to Julian Head for his ongoing</p>	

	management of the programme. The ESIF Advisory Committee scheduled for 5 April 2017 would assess the applications resulting from the low carbon call. A number of applications were also expected to the European Agricultural Fund for Rural Development (EAFRD) following the fund launch event held on 8 February 2017 in Devizes.	
6	Papers for discussion	
	<p>Commissioning Group – Project Highlight Reports</p> <p>The Board noted the receipt of the papers from the Commissioning Group and comments were made on particular projects where there were concerns as follows:</p> <ul style="list-style-type: none"> • Porton Science Park was rated AmberGreen owing to some short delays on build; • Corsham Mansion House was rated AmberGreen owing to an objection received from the Georgian Group; • Swindon Bus Exchange was still rated Red. The design review had led to a revised programme and profiling schedule with a Change Notification due to come to Commissioning Group in May 2017; and • A350 Yarnbrook / West Ashton Relief Road was previously rated Red and had moved to Green. A revised profiling had now been agreed. • LGFI monies <ul style="list-style-type: none"> - Salisbury Plain Heritage Centre and Swindon Museum & Art Gallery – linked to successful bids via the Heritage Lottery Fund (HLF) - Ultrafast Broadband – had been allocated £1m from reallocated LGFI monies and was currently at RAG rating GREEN. • New LGF3 projects had now been added to the Highlight Reports and would be reported through the planning process • LGFI DfT – New Eastern Villages schemes – Greenbridge roundabout was complete. Issues with modelling on A420 Gablecross had been flagged as a risk, but the Dft and the Team were working in parallel towards a solution. • Higher Futures – paper on the way forward will be brought to the Commissioning Group and Board in May 2017. • GPIF – there was debate on the length of time taken to get money out to business from this revolving loan fund and the need for the process to be improved. 	
8	Any Other Business and date of next Board Meeting	
	The next Board Meeting was scheduled for 25 May 2017 commencing at 9.30am at Tidworth Garrison Theatre, St Andrew’s Road, Tidworth, SP9 7EP	

	<p>Future Meetings :</p> <p>Wednesday, 19 July 2016 Salisbury City Hall, Malthouse Lane, Salisbury, Wiltshire, SP2 7TU</p> <p>Wednesday, 20 September 2016 Committee Room 6, Civic Offices, Euclid Street, Swindon, SN1 2JH</p> <p>Wednesday, 29 November 2016 County Hall, Bythesea Road Trowbridge, BA14 8JN</p>	
	<p>Close of Board Meeting at 12.40pm and start of Board Member workshop</p>	

Imahme

Public Participation

From Mrs Charmian Spickernell, CPRE North Wilts & Swindon Group Committee Member

To SWLEP Board

Re : the retained Wichelstowe Western Access

A Swindon Cabinet Member with his Advisory Group is asking consultants to look at a tunnel under the motorway or a bridge across it. Can SWLEP please ask Swindon to ensure a rail crossing is looked at as well, bearing in mind SWLEP's strategic objectives 2 and 4, and because:

- Swindon's economy collapsed when peripheral development left a dead centre;
- The centre is still not fully re-generated and if there is peripheral development without proper connection to the centre there is a risk the centre could go dead again and with it the economy.
- Swindon is cut in half by the railway and another crossing is needed.
- While the bus rapid transit system is welcomed, without a road connection for other traffic (Red Posts Drive will be bus only at peak time) local traffic between West Swindon and Wichelstowe would have long journeys and would have to go through M4 Junction 16. Moreover, a tunnel under the motorway could encourage east-west journeys from Highworth to J16.
- The work that is being done on a proposed Oxford to Bristol railway with stops east of Swindon and at Royal Wotton Bassett and Corsham is strongly supported. There might be the possibility of a stop at Blagrove which would be beneficial for the employment land allocated there.
- Originally the Western Access route was proposed to cross the railway. This was changed by developers with their planning application in 2002 when it was seen as advantageous to commute along the motorway. Now the aim is to live near to where you work.
- When the Local Plan was changed to fit the tunnel under the M4 route, the Inspector said there had not been a "comprehensive comparison of alternatives". This is necessary for a Plan to be sustainable.
- Swindon owns the land and the planning permission has already been varied to take the road north so that it will serve West Wichel Village.
- There has been widespread and consistent public opposition to the tunnel under the M4 route. There is already a bridge over the motorway.
- There are flooding problems at the tunnel site and expensive pumping would be required.

Response

The current work being commissioned by Swindon Borough Council builds upon the previous study undertaken in 2013 for the Council. That study took a long-list of fifteen scheme options for the Western Access to Wichelstowe, and narrowed this down to six options which were assessed in greater detail. The options for a route crossing the M4 motorway to access Junction 16 from the South were identified to have greater transport benefits than the options crossing the railway line to access Junction 16 via the A3102. The options that cross the motorway would result in a more even spread of traffic movements at Junction 16, which will make the new layout being built at that junction perform more effectively, whereas the options that cross the railway line would place greater pressure upon the A3102 approach to the junction from Swindon.

The key decision to be made now is whether a bridge across the motorway or a tunnel under the motorway will provide the most cost effective and beneficial option. This review will take account of factors such as drainage and flooding, as well as numerous other design factors including environmental and transportation impacts. The options being assessed include the consented scheme, for a tunnel under the motorway, a variant on the tunnel option, and a bridge option. The last of these is a new bridge rather than re-using the existing Mill Lane Bridge, as the latter would require significant improvement to accommodate the Western Access, and is not well located to serve satisfactorily the western part of the development site.

The access strategy for Wichelstowe encourages local journeys to and from other destinations in Swindon to be made by bus or by bike, hence the ongoing investment, using Local Growth Funding, in Rapid Transit measures to support the provision of reliable bus services from the site. There has also been significant investment in improvements to cycle routes connecting the site to the town centre, with the Southern Flyer route having opened last year, gain supported by the use of Local Growth Funding.

The support of the CPRE for a new station at Royal Wootton Bassett is noted, and the SWLEP is fully aware of the work undertaken for the Royal Wootton Bassett Town Council on developing a business case for the station. A number of potential opportunities exist for delivering the station, although it is noted that the Town Council's preferred site, at the eastern edge of Royal Wootton Bassett, would effectively preclude the construction of a station at Blagrove, as the two would be too close to meet operational parameters of the rail industry. A station at Royal Wootton Bassett could provide an option for West Swindon residents, depending upon the nature of the rail service calling at the station. The SWLEP will monitor the ongoing work commissioned by the Town Council with interest, and is already working with neighbouring authorities on the potential for East – West Rail services to be extended westwards.

The Western Access study for Wichelstowe is the next step in developing the transport infrastructure that will manage travel demand to and from the development, and the SWLEP supports the progression of this work.