

Attendees	<p>Board: Amanda Burnside (AB) / Doug Gale (DG) / Shahina Johnson (SJ) / John Mortimer (JM) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Mark Smith (MS) / Jonathan Webber (JW) / Peter Wragg (PW)</p> <p>Advisors: Alistair Cunningham (AC) / John Gilbert (JG)</p> <p>Observers: Chuck Berry (CBe) / Oliver Donachie (OD)</p> <p>Secretariat: Paddy Bradley (PB) / Tim Martiensen (TM) / Philippa Venables (PV)</p> <p>Others: Ian Durston (ID) / Colette Mallon (CM) / Debby Skellern (DS) / Mandy Timbrell (MT)</p> <p>Guests : James Blundell and Ian Thompson, Cushman & Wakefield / Alex Crook (ACr), BEIS / Adrian Ford (AF) and Jeff Owen (JO) for Wiltshire College Projects / Nick Eeles (NE), Chair of Salisbury Plain Heritage Centre / Stephen Hitchcock and Lt Col Guy Benson – representing Col Andrew Dawes</p>
Apologies	Sally Burnett (SB) / Col Andrew Dawes (AD) / George Gill (GG) / Parvis Khansari (PK) / Vic O'Brien (VO) / Simon Patten (SP) / Alex Reed (AR) / David Renard (DR) / Leanne Sykes (LS) / Jonathan Webber (JW)
Chair	John Mortimer (JM)
Minutes	Deborah House (DKH)
Venue	Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, Swindon
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, welcomes were extended to the new Board Members Doug Gale, Jonathan Webber and Mark Smith and introductions were made. The Chairman congratulated Alistair Cunningham on his recent promotion to Corporate Director of Wiltshire Council and Tim Martiensen and Philippa Venables on their new roles within their respective Councils. The Chairman advised the meeting of the resignation of Simon Patten from the Board and thanked him for his contribution to SWLEP during his tenure, in particular with respect to his role as Chair of the Higher Futures Subgroup.</p> <p>Apologies were noted.</p> <p>Conflicts of Interest – AB declared her interest in Item 5.1, Wiltshire College LGF3 presentation, and PW declared his interest in Item 5.3, the Salisbury Plain Heritage Centre. Both items were to be discussed later in the agenda.</p>	
2.0	Board Minutes, Action Log, Chairman update	

The minutes of the meeting held on 19 July 2017 were presented for consideration. It was,

Resolved:

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

Matters Arising

- **Website security** – PB advised that all pages were now secure.
- **Investment & Export Manager** – PB advised that a Job Description was prepared for this role. The SWLEP was working with both Councils for a co-ordinated approach for a bid for European funding. The post will be advertised early in November 2017 when an outcome of the bid would be known, but recruitment to the post was not dependent on the EU funding bid.
- **Grant Agreements** – letter to Sajid Javid regarding the Wiltshire College profiling elicited a response from DCLG stating that the SWLEP Board had flexibility about how it allocated its local growth deal funding and the Government's expectation was that the matter would managed locally. The Board discussed the risk of the Government holding back funding due to poor SWLEP performance as evaluated at the Annual Conversation and determined that the risk was slight.

Action: the Board agreed that the redrafted Grant Agreement would not contain any requirement of Wiltshire College to underwrite the funding as the risk of non-continuation was considered to be slight (ID working with Legal Departments of both UAs).

Sept 2017

The Board considered the Action Log of Board activities up to 12 September 2017 and the items were noted.

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

- 4 August – chaired the inaugural Business Representative Organisation Group Meeting in Chippenham;
- 8 August – attended meetings regarding Wilton Station and with First Group Rail in Chippenham;
- 10 August – attended Mansion House update meeting in Chippenham;
- 17 August – attended meeting of the Salisbury Strategic Regeneration Partnership with Salisbury Chambers in Salisbury;
- 5 September – attended the Rural Economy Sector Group meeting and a welcome meeting of some of the new Board Members;
- 6 September – chaired the Commissioning Group meeting in Chippenham;
- 13 September – attended an informal meeting of the ESIF

	<p>Committee in Chippenham;</p> <ul style="list-style-type: none"> • Met with four Government officials attending the South West Rural Productivity Commission Report meeting in London. Report commissioned by four LEPs – Swindon and Wiltshire, Heart of the South West, Dorset and Cornwall and Isles of Scilly – more information to be brought to next Board Meeting; and • various meetings with SWLEP Executive Team. 	
3.0	Submitted questions	
	<p>Questions were received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member, and also from Mr Patrick Kinnerly of White Horse Alliance. A copy of the questions and responses given is attached to these minutes.</p> <p>Mrs Spickernell questioned the information contained on the website concerning the programmes. It was explained that the programme information was displayed in the form of a brochure and that progress on the programmes was detailed in the Highlight Reports contained in the Board papers, which was publicly available. The Chairman advised the meeting that the SWLEP website is in the process of being re-worked and how information was displayed would be reviewed.</p> <p>Mrs Spickernell was thanked for her continued interest in the SWLEP.</p>	
4.0	Strategic Developments	
4.1	<p>Growing Places Infrastructure Fund (GPIF) Open call update</p> <p>AS, as Chair of the GPIF Subgroup, spoke to the paper and outlined the process for the recent GPIF open call. The Subgroup consisted of four Board Members which had met and reviewed the six applications received. The Independent Technical Advisors (ITA), Cushman & Wakefield, had submitted the initial reports. The applications would be reviewed to see if they complied with State Aid rules and undergo due diligence checks by Wiltshire Council as the SWLEP Accountable Body. The recommendations would be discussed in Part 2 of the Board Meeting and the successful applicant would proceed to Stage 2. Stage 2 of the process was scheduled for 10 November 2017. Stage 3 would be the signing of the loan agreement for the successful applicant.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • that the GPIF Working Group met on 6 September 2017 to agree its recommendations to the Board on which projects are suitable to progress to stage 2 of the application process. 	
4.2	<p>Better Business for All (BBfA)</p> <p>PB spoke to the paper and outlined the rationale behind the initiative.</p>	

	<p>This would align regulations for the benefit of businesses and link up with economic advice and had the support of both Leaders. Cornwall & Isles of Scilly LEP and Leicestershire LEP were noted as examples of good practice were noted. A workshop with relevant staff across both Local Authorities was scheduled for 7 November 2017 to shape the initiative within Swindon and Wiltshire LEP. The proposals put forward as a result of the workshop would then be brought back to the Board for approval.</p> <p>The Chairman and Director requested a nomination for a Board Member to act as a champion for the initiative. The Board sponsor would be required to attend the November workshop, Chair the Steering Group and reporting to the Board. Any Board Member interested in the role was to contact PB.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • that the SWLEP would hold a BBfA workshop with all relevant public and business partners to help scope the programme and to learn from existing BBfA partnerships which currently operate effectively; and • the need to scope the resource and financial implications of establishing the BBfA programme, in particular any implications for partner budgets and any operational and/or staffing costs associated with the initiative, to define the parameters and nature of the BBfA initiative for Swindon and Wiltshire. 	
<p>4.3</p>	<p>University of Bath (ISTI)</p> <p>ERDF funding had been proposed for the ISTI project, but the University of Bath had decided not to bid for the funding at this stage. Swindon Borough Council (SBC) had committed funding for the development of the Carriage Works and Forward Swindon Ltd, working on behalf of SBC, continues to work with businesses to bring this forward.</p>	
<p>4.4</p>	<p>Growth Hub</p> <p>ID spoke to the paper. The presentation to a group of businesses on 12 July 2017 explaining the direction of travel was well received and all suggestions were incorporated into the new Growth Hub development. It contains a wide range of content, such as articles relevant for different business sectors and generic factsheets about operating a business. The creative development of the website incorporated the new colour palette and font and an amended logo.</p> <p>SWLEP was working with legal representatives to ensure GDPR compliance and processes and protocols were in place. Business awareness of GDPR was considered very low and this question would be raised with membership organisations. OD offered to contact RIKADigital to ensure the appropriate questions have been asked.</p>	

	<p>The question was raised about the financial sustainability long-term of the project and PB advised the meeting that this was core to the work. Various scenarios were being worked up to maintain sustainability should funding be stopped.</p> <p>JM thanked the team for the continued effort with the Growth Hub and looked forward to the launch on 5 October 2017 at the Annual Conference.</p>	
<p>4.5</p>	<p>SWLEP Branding</p> <p>ID presented to the meeting and the presentation can be found on the SWLEP website under Board papers or by following the link https://www.swlep.co.uk/board/document636416056571422000.pdf . The series of logos presented to the Commissioning Group on 6 September 2017 had been rejected by the meeting and it had been recommended to amend using only the wording in an effort to meet the Growth Hub launch date of 5 October 2017. This concept was not acceptable to Board Members and the move was to utilise the existing device with a change to colour palette and typography already agreed.</p> <p>Action: working group to be formed involving SJ and OD to work with the designer to push through logos which would be acceptable, appreciating the tight timescales.</p> <p>Action: the suggestions would be circulated to Board Members via email for agreement.</p>	<p>asap</p>
<p>5.0</p>	<p>Local Growth Deal</p>	
<p>5.1</p>	<p>Wiltshire College LGF3</p> <p>A presentation was given by AF and JO on the current status concerning the LGF3 Wiltshire College campuses at Salisbury and Lackham. The presentation can be found at on the SWLEP website under Board documents or by following the link https://www.swlep.co.uk/board/document636416062320334000.pdf .</p> <p>Now that the designs had been drafted, focus groups would be held and would include student involvement. This had helped substantially on the design of the Chippenham campus. The Board was advised that the liability and responsibility of all aspects of project delivery rest with the college, managed via JO. Salisbury campus has one design and build contractor, whereas Lackham campus, by its modular nature, would have several design and build contractors. ACr offered to supply other examples of refurbishment from LGF projects if helpful. JM thanked AF and JO for their presentation and the Board looked forward to further updates on the project in due course.</p>	

5.2	<p>Finance Report – LGD Budget and profiling</p> <p>ID spoke to the paper and explained that much of the profiling for the projects was backloaded owing to time slippages and/or the nature of the projects. Although there was flexibility given to SWLEP by DCLG on the allocation of capital spend, there was still a deadline of March 2021 for use of funding. Falling outside this timeframe would cause significant problems. A report on the project audit was being undertaken by Steer Davies Gleave and would be brought to the Board Meeting in November 2017. This would highlight what had occurred and the lessons learned would be taken forward.</p>	Nov 2017
5.3	<p>Salisbury Plain Heritage Centre (SPHC) – direction of travel</p> <p>NE presented an outline of the revised direction of travel for the project to the meeting. The presentation can be found at on the SWLEP website under Board documents or by following the link https://www.swlep.co.uk/board/document636416065792270000.pdf</p> <p>The re-worked Business Plan would be presented to the SWLEP Board at the Meeting on 21 March 2018. Monies already available for the project were broken down as follows :</p> <ul style="list-style-type: none"> • £3.3m from the Regiment • £1.7m from a major donor • £3m from the charity's capital fund • And just less than £1m from a legacy <p>NE proposed that the £1.35m offered by SWLEP would now be designated for the first phase of the project and not towards the project as a whole. NE did not expect that the Army Museums Review would impact significantly on the Artillery Museum, although did acknowledge that there was ongoing debate on the naming of the museum and its focus - Heritage vs Military.</p> <p>The Board resolved: To maintain provisional allocation of the money for the project until after the review at the Board Meeting on 21 March 2018, although a copy of the draft report prior to that date was requested.</p>	Mar 2018
6.0	<p>SWLEP Core Activity</p>	
6.1	<p>Marketing and Communications report – including Annual Conference update</p> <p>PB advised the meeting of the format of the upcoming Annual Conference and of new awards event which the SWLEP would be sponsoring for the rest of 2017 and into 2018. PB also advised that Vanessa Joseph was on maternity leave and cover through an interim placement had been put in place.</p>	
7.0	<p>Other SWLEP Programmes</p>	

7.1	<p>Update on European Structural and Investment Fund 2016-2020 JM advised the meeting that an informal meeting of the ESIF Committee had been held on 13 September 2017. The concerns discussed were that:</p> <ul style="list-style-type: none"> • the Swindon and Wiltshire area, which had an above average commitment rate for ESF funding and was ahead of its planned spending profile, was in a position to take on further funding but the Department for Work and Pensions preferred to continue to invest time and effort in getting areas that were behind profile to catch up rather than committing resource to processing applications from areas which were in a position to bring forward further investment proposals. JM had offered to write to the Secretary of State expressing our concern at the restriction of funding in these circumstances but the ESIF committee had not asked him to do so. • Some ERDF low-carbon applications had been withdrawn, and • there had been few applications to the EARDF programme for investment grants for Tourism Infrastructure, Food & Drink and Business Development. A relaunch was proposed to generate more interest. <p>OD commented that SWLEP needed to grasp the EV and battery storage concept as we are in a good position strategically to develop this further.</p>	Sept 2017
7.2	<p>Finance Report – other SWLEP Programme Budgets and General Account, including Subgroup spending</p> <p>PB advised the meeting that applications for funding had been submitted to support the work of the Subgroups. This represented activity on Subgroup Action Plans and further submissions in the pipeline were expected.</p> <p>The Board noted the content of the paper.</p>	
7.3	<p>Commissioning Group Project Highlight Reports ID spoke to the paper and highlighted key projects where there was significant change.</p> <ul style="list-style-type: none"> • Swindon Bus Exchange – design decision was expected in December 2017. The project was behind its original schedules and Change Control Notifications were required. • New Eastern Villages (NEV) – there were slippages on timings and Change Control Notifications were required. • Chippenham Station Hub – negotiations underway to change some phases of the project from DfT retained scheme to fit under normal LGF funding process. <p>The Board noted the content of the paper.</p> <p>ID advised the meeting that the Project Audit currently underway by Steer</p>	

	<p>Davies Gleave would be reviewed in a workshop during the Commissioning Group meeting scheduled for 15 November 2017. Board Members not normally attending the Commissioning Group would be invited to attend this workshop.</p> <p>Action: All Board Members to be invited to attend the Project Audit workshop. (ID)</p>	<p>Sept 2017</p>
8.0	Any Other Business and date of next Board Meeting	
	<p>There was no other business and the meeting was closed.</p> <p>The next Board Meeting was scheduled for Wednesday, 29 November 2017 commencing at 9.30am in Salisbury Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN</p> <p>Future Meetings :</p> <p>Wednesday, 24 January 2017 Committee Rooms, Monkton Park, Chippenham, SN15 1ER</p> <p>Wednesday, 21 March 2018 Location to be confirmed</p> <p>Thursday, 24 May 2018 Location to be confirmed</p> <p>Wednesday, 25 July 2018 Location to be confirmed</p> <p>Wednesday, 19 September 2018 Location to be confirmed</p> <p>Wednesday, 28 November 2018 Location to be confirmed</p>	
	<p>Confidential Item</p> <p>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.</p>	
	<p>Close of Part One of Meeting at 12.30pm JS and AB left the meeting.</p>	
	<p>Part Two of Meeting</p>	
	<p>Growing Places Infrastructure Fund (GPIF) Open call applications' review</p> <p>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</p>	

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 lessons from this process would be taken forward.

The seven remaining voting Board members resolved to accept the recommendations:

- to approve one loan application to progress to stage 2 of the application process;
- to reject the remaining five applications for loans for the reasons outlined 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



29 November 2017

**Questions for SWLEP from Charmian Spickernell, CPRE
For 20 September 2017**

Question One

The changes to the SWLEP website are welcomed, but is the item on the LGF under "programmes" up to date?

Response

The changes to the SWLEP website are part of a wider development of our digital output and we appreciate your positive comment. With regard to the Local Growth Fund (LGF) content, we have reviewed it following your question and can confirm it provides an accurate summary. The detail is always in the highlight reports included in our Board papers.

Question TWO

Once a project has been chosen for Local Growth Funding or is retained to the DfT, is it considered that the time for consultation is passed?

Response

Once selected for local growth funding or as part of a scheme retained by the Department for Transport for its funding programme, a project then needs the approval by the SWLEP Board of its outline and then full business cases. Any consultation exercise required will depend on the nature of the project and what is required by statute or the funding authority and will have been undertaken, if required, before the Board gives its final endorsement.

**Questions for SWELP from Patrick Kinnersly, White Horse Alliance
For 20 September 2017**

Question One

A350 Yarnbrook-West Ashton relief road

In view of the fact that the road will have to be raised to allow for the construction of bat underpasses and the developer's estimate that the extra work will cost £4m, please explain how this additional cost will be funded. Will the money be provided by the LEP, the developer or Wiltshire Council? Whoever provides the extra funding, what effect will the extra cost of the road have on its value-for-money assessment? Has the LEP received any indication that the DfT will still accept the Business Case for this project?

Response

The ecological mitigation measures identified have resulted in a requirement to re-design aspects of the proposed Yarnbrook West Ashton Relief Road, which has impacted on the overall cost of the scheme. These costs are currently being determined and Wiltshire Council is in discussion with the developer regarding how these required funds will be provided. In accordance with the SWLEP Assurance Framework, the scheme will produce a full business case which will provide further information on value for money. Once produced, this full business case will be assessed by an appointed Independent Technical Advisor (ITA) and then presented to the SWLEP Board. There is no requirement to present the business case to the DfT.