



Attending:	Board Members Amanda Burnside (AB) Doug Gale (DG) Shahina Johnson (SJ) John Mortimer (JM) - Chairman Alex Reed (AR) David Renard (DR) Peter Wragg (PW) – Deputy Chairman	In attendance Paddy Bradley (PB) Ian Durston (ID) Karen Leigh (KL), BEIS Tim Martienssen (TM) Philippa Venables (PV)
	Board Advisors Alistair Cunningham (AC) Susie Kemp (SK)	
	Board Observers Cllr Pauline Church (PCh) Cllr Oliver Donachie (OD)	
Apologies:	Baroness Scott of Bybrook OBE (JS) Adam Schallamach (AS) Col Andrew Dawes (AD) Mark Smith (MS) Leanne Sykes (LS), Wiltshire Council	
Guest(s):	Debby Skellern (DS), SWLEP Chris Ashton – representing Leanne Sykes Tim Dobrashian (TD), Wiltshire Council, Interim Director Economic Recovery Jeremy Holt - Clark Holt solicitors Phil Clement, SWLEP	
Chair:	John Mortimer	
Minutes:	Deborah House (DKH)	
Location:	Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, Swindon, SN1 2JH	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest	
	<p>The meeting opened at 9.45am. JM welcomed attendees to the meeting. In particular, welcomes were extended to Rick Kavanagh, who was representing Col Dawes, Chris Ashton, who was representing Leanne Sykes, Karen Leigh, the area representative from BEIS, Tom Dobrashian, the newly-appointed Interim Director of Economic Recovery from Wiltshire Council and Jeremy Holt from Clark Holt solicitors, who would be presenting in Part 2 of the meeting. Apologies were noted.</p> <p>JM reminded attendees of the Conflict of Interests policy:</p> <ul style="list-style-type: none"> and re-iterated his Conflict regarding Junction 17 and with a potential beneficiary of a GPIF loan; 	



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	<ul style="list-style-type: none"> • PW stated his Conflict regarding the LGF General Account for the Royal Artillery Museum (RAM); • AR and SJ stated their Conflict regarding the IoT, as both Catalent and Create Studios were named partners; • AB stated her Conflict regarding LGF3 and the ongoing projects for Wiltshire College at the Salisbury and Lackham campuses. <p>The Chairman advised the Board that Jonathan Webber had tendered his resignation. His businesses were expanding with a lot of international travel and he was unable to commit time to SWLEP. He would continue to work with SWLEP on the management of unmanned aircraft and aerospace. The Chairman would be writing to thank him for his support.</p> <p>SJ announced that she would also be stepping down and that this was her last Board Meeting. This was purely because of the capacity pressure on the Create Studios' team and she would like to continue to support the SWLEP as a technical advisor around the culture, digital, and place-shaping areas.</p> <p>The Chairman thanked SJ for her contribution over the past three and a half years and looked forward to continuing to work with her.</p>	
2.0	Review of Minutes and Matters Arising	
2.1	The minutes of the Board Meeting held on 19 September 2018 were reviewed and approved with a minor amendment on Page 1.	
2.2	<p>Matters Arising not on the agenda</p> <ul style="list-style-type: none"> • Board Members had received a copy of the SWLEP response to the question of potential LEP mergers raised by the Ministerial Review; • the Outline Business Case for Chippenham Station Hub would be covered under LGF reports; • identifying alternative projects in the pipeline in Salisbury and other SWLEP areas, where re-allocated funding could be used, was a Work in Progress which could be presented to the Board at the next meeting; • the “ensuring project delivery and spend” paper was not ready to be brought to this meeting, but would be brought to a future meeting; and • an update on the Institute of Technology (IoT) was given in the Director’s Report. A Stage 2 bid had been submitted and the effort underpinning the bid had been fantastic. The area had a strong case, with a good collective approach. Interviews would be held in February 2019 and, if invited, this would be seen as a good sign. The decision was anticipated in March 2019. 	Jan 2019
3.0	<p>Submitted Question</p> <p>A question had been received from Charmian Spickernell, representing CPRE, regarding Energy, the response to which had already been circulated. Mrs</p>	



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	<p>Spickernell had been unable to attend the meeting in person. A further question from her had been received regarding the production of a strategic plan to cover the area around M4 Junction 17 which serves Chippenham and Hullavington. It had not been received however in time for a response to be tabled at the meeting. SWLEP would involve Wiltshire Council colleagues in drafting a response.</p> <p>The Chairman thanked Mrs Spickernell for her additional question and advised that a private briefing on area plans was expected for Board members at the January meeting.</p>	<p>Jan 2019</p>
4.0	Local Growth Deal	
4.1	<p>Commissioning Group Project Highlight Reports</p> <p>ID spoke to the paper.</p> <p>Chippenham Station Hub Phases 5 (public realm / forecourt) and 1b (lift) of the project were underway. Phase 2 of the project included the multi-storey car park and office building at Sadlers Mead and a Heads of Terms had now been signed with Good Energy for its office building. The traffic survey had been completed and had shown pressures on the junction at the bottom of Station Hill, which would be mitigated with traffic lights. A comment was added which stated that any growth would put pressure on traffic systems. ID would seek clarification from the project team regarding from where the funding for traffic mitigation would be provided. Phases 3 and 4 concerned car parking to the north of the station. Phase 3 would take a modular approach to a decked car park, but delivery timescales would be tight</p> <p>Yarnbrook The procurement process is underway for the contractor to be in place early next year. Still awaiting HIF clarification on funding.</p> <p>Action: Letters from SWLEP Chairman and BEIS representative to Homes England were offered to try to speed up the process.</p> <p>Salisbury and The Maltings Refocused funding was agreed at the last Board meeting. The Outline Business Case was being developed by Wiltshire Council in discussion with the Independent Technical Advisor (ITA), to present to the Board Meeting in January 2019. The planning submission was in progress, with the developer hoping to submit before Christmas.</p> <p>Swindon Bus Boulevard SWLEP funding for this project had been refocused on earlier up-front supporting work. A temporary bus facility to be in place and telecommunications infrastructure on Fleming Way to be moved. This had</p>	<p>Dec 2018</p> <p>Jan 2019</p>



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	<p>led to a revised schedule with work accelerated. SBC was made aware that it needed to part-fund any overruns to the project. SBC was also in the final stage of negotiations with Zurich to be the Anchor tenant for Kimmerfields.</p> <p>Southern Connector Road The archaeological finds on site had delayed this project. The HIF business case was being submitted in December to Homes England and the decision was anticipated in March.</p> <p>Action: KL would pick up with Homes England.</p> <p>PV indicated an error in the paper, as the Change Control Notification was not due until January 2019 as SBC was now working towards a later timeline.</p> <p>A420 Gablecross A Change Control Notification for this project would be discussed later as part of Paper 4.3. The land acquisition was still in progress.</p> <p>Wichelstowe Southern Access Five submissions had been received for contractors to start operating in 2019. The project was progressing to schedule.</p> <p>Three projects were nearing completion, these being:</p> <ul style="list-style-type: none"> • Corsham Mansion House, with a meeting to hand over the keys shortly. A question was raised on how this would be operated going forward; • A350 dualling due for completion shortly; and • LGF Sustainable Transport would complete in the next few weeks. <p>Outside LGF projects, ID also mentioned:</p> <ul style="list-style-type: none"> • Higher Futures The Higher Futures programme had recent successes, with numbers picking up, particularly within Higher Level and Degree apprenticeships. • Growth Hub The Growth Hub was developing a bid for ERDF funding to support the face-to-face, start up and scale up service. <p>AR asked what the consistent themes were across the four projects which had improved. The response was that the project teams had worked hard to engage partners and focussed closely on delivery. There had been good engagement with GWR and Network Rail. The possible withdrawal of funding and the deadline of March 2021 mentioned at the previous meeting may have focussed their minds.</p>	<p>Dec 2018</p> <p>Jan 2019</p>
4.2	Finance Report – Programme budgets	



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	<p>ID spoke to the paper. The situation was as reported at the previous Board Meeting with an increase in actual spend in each of the project areas, but the forecast remained the same with an underspend £14m. Projects have been through the Change Control Notification processes.</p> <p>There were ongoing discussions on the use of the additional £90k funding from BEIS mentioned in the paper as to whether to put it to incorporation costs or into Growth Hub. This was still to be decided.</p> <p>The Board: APPROVED the paper as an accurate summary of the current LGF financial position.</p>	
4.3	<p>New Eastern Villages (NEV)</p> <p>SK spoke to paper. Swindon Borough Council (SBC) was seeking Board approval to refocus the funding within the New Eastern Villages projects to concentrate on the delivery of White Hart Junction and Gablecross by delaying the delivery of the Great Stall Bridge project beyond the timeline for SWLEP funding. As this was an unretained scheme, and was LGF-funded, so SWLEP could reallocate monies with the approval of the Board. There was discussion around the reallocation, with the overall feeling that the NEV project had originally been seen as a whole, so that the money was still within the same pot.</p> <p>The Chairman made clear that there the SWLEP would be under no obligation to make funding available in the future for the Great Stall Bridge project, either in the current LGF programme or in future funding programmes. Future applications would be judged on their own merits and weighed against alternative applications for use of resources.</p> <p>The Board: APPROVED the change controls as submitted with the caveat that there would be no further funding for the Great Stall Bridge from current LGF rounds.</p>	
4.4	<p>Swindon Museum & Art Gallery (SMAG)</p> <p>SK / PV spoke to the paper. The Board had granted £250k at its previous Board Meeting for Swindon Borough Council to work up a proposal to house its world-class collection of modern art and thus support the growth of culture in the town centre.</p> <p>There was discussion on whether digitisation of the collection would enable it to be shared globally.</p> <p>The Board: NOTED the progress of the reallocation of £250,000 to support development of a new scheme which meets the objectives of</p>	



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	housing Swindon's art collection while developing a strong and compelling cultural offer in Swindon's town centre.	
5.0	Strategic Developments	
5.1	<p>SWLEP Incorporation</p> <ul style="list-style-type: none"> • Acquiring a legal personality; the SWLEP as an incorporated body <p>PB spoke to the paper and gave an update on progress. The LEP Geography paper had been submitted in September, and the Implementation Plan and request for extra funding had been submitted in October. The £200k request for the remainder of FY18/19 must be drawn down for spend by March 2019. We were expecting to hear about this further funding in December. A further tranche of this additional funding would also be made available for FY 19/20 and we were waiting to hear the deadline date for submission for this.</p> <p>SWLEP was on track for incorporation in January 2019. This would constitute a temporary measure, with a shadow company of two Directors and a single member, and at that point it would not be fully operational. SWLEP had sought the appropriate independent legal advice and the solicitors would give a presentation in the closed Part 2 session of the meeting for existing Board Members. It was anticipated that the operating costs for the new entity would be higher than currently, so an Operating Model would be brought back to the Board for discussion.</p> <p>The unique position of Col Andrew Dawes as a serving member of the Armed Forces to be a Board Director would be discussed in the Part 2 session.</p> <p>The Board: NOTED the progress made towards SWLEP becoming a company limited by guarantee; and NOTED the next steps and timeline.</p>	
5.2	<p>Economic Planning</p> <ul style="list-style-type: none"> • Energy Strategy <p>MS had chaired the group, but his apologies were given today. Instead, PB spoke to the paper. A £40k grant had been obtained from BEIS to carry out the work. The main priorities were:</p> <ul style="list-style-type: none"> • grid connections and grid capacity - alleviate and mitigate these issues; • SWLEP's Unique Selling Point (USP) was the established Hydrogen technology development work already taking place in the area. Hydrogen had potential to be a major fuel and energy source of the future; • new energy vehicles; • to be able to refuel all along the M4 corridor; 	



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	<ul style="list-style-type: none"> • more charging mechanisms throughout the area; and • a low-carbon approach. <p>The key areas to be targeted were still being worked on and would be brought back to the Board in January with proposed targets and any amendments to investment priorities. Thereafter SWLEP would look at funding possibilities.</p> <p>The South West Energy Hub was based in Bristol. SWLEP was fully engaged to make the case for resources to be directed to our area.</p> <p>The Energy Strategy contributed to our overall inward investment approach as it would be part of the draw of the area to ensure new development sites featured energy from renewable sources combined with security of supply.</p> <p>The Board: APPROVED the strategic priorities of the Swindon and Wiltshire Local Energy Strategy; REQUIRED a further report to be presented at the Board meeting in January 2019 for approval which includes a suite of appropriate targets and an updated set of actions.</p>	Jan 2019
6.0	SWLEP Core Activity	
6.1 6.2	<ul style="list-style-type: none"> • Chairman's update <p>The list of meetings the Chairman had attended since the last meeting was in the published Board pack. No additional questions were raised.</p> <ul style="list-style-type: none"> • Director's Report <p>Activities were listed in the published Board pack. PB directed the Board Members' attention particularly to the sections on the annual performance review and the emerging rail strategy. A progress report on the strategy's status would be given in January with the final report due in March 2019.</p> <p>No additional questions were raised.</p>	
7.0	AOB	
	None.	
	Date of next meeting / Closing remarks	
	The next meeting was scheduled for Wednesday, 23 January 2018 at 1pm in the Committee Rooms, Monkton Park, Chippenham, SN15 1ER.	
	<p>Future Meetings</p> <p>Wednesday, 20 March 2019 Kennet Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN</p>	



Item	Narrative	Deadline
	<p>PLEASE NOTE THAT WE ARE IN THE PROCESS OF REVIEWING MEETING LOCATIONS.</p> <p>Thursday, 23 May 2019 Alamein Suite, City Hall, Malthouse Lane, Salisbury, SP2 7TU</p> <p>Wednesday, 24 July 2019 Ceres Hall, The Corn Exchange, Market Place, Devizes, SN10 1BN</p> <p>Thursday, 26 September 2019 Auditorium, Aspire Business Centre, Ordnance Road, Tidworth, SP9 7QD</p> <p>Wednesday, 27 November 2019 Location to be advised</p>	
	<p>Close of Public Meeting at 11.05am.</p>	
	<p>PART TWO – Board Workshop</p>	
<p>8.0</p>	<p>Acquiring a legal personality; the SWLEP as an incorporated body</p> <p>Jeremy Holt, from Clark Holt solicitors, spoke to the meeting. He had been engaged to assist SWLEP in the process of incorporation and was present at the meeting to explain the differences between the current SWLEP structure and the incorporated organisation and how this would impact on the roles and responsibilities of the current Board Members should they choose to move forward with the new structure.</p> <p>There was much helpful discussion and JH offered to speak to Members in confidence should there be any further questions at any stage of the process and beyond.</p> <p>The main objective was to ascertain whether existing Board Members wished to remain as Directors of the newly-incorporated body.</p> <p>Action: SWLEP Director to request confirmation of intentions from existing Board Members stood as soon as possible.</p>	<p>Dec 2018</p>
<p>9.0</p>	<p>Growing Places Infrastructure Fund (GPIF)</p> <p>The Chairman handed over the chairing of the meeting to the Deputy Chairman owing to his Conflicts of Interest already detailed under item 1.0.</p> <p>AR spoke to the paper and updated the Board on the status of the GPIF loan applications from the open call in May 2018. Of the five applications:</p> <ul style="list-style-type: none"> • three had been successful and were progressing to loan agreements and payment schedules; • one had been withdrawn; and • one was still under negotiation. This would be brought back to the Board in due course. 	



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	<p>Of the £100k Salisbury Regeneration Grant, all the funds had now been taken up. One Salisbury company was about to submit its final bid for GPIF loan shortly.</p> <p>SWLEP was looking to undertake more calls in the future which would be smaller, in the region of £250k - £1m.</p> <p>The Deputy Chairman then handed back proceedings to the Chairman to continue.</p> <p>The Board: NOTED the update regarding the loans from the Growing Places Infrastructure Fund (GPIF) since the May 2018 'call'; and NOTED the update on current capital grants to businesses in Salisbury and Amesbury as part of the recovery programme.</p>	
	Close of Part Two of Meeting at 12.50pm	



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

QUESTION

The Energy storage installation already established in Swindon is well-sited on a brownfield site. Will SWLEP be considering the environmental needs as well as the economic needs when looking at the siting for energy storage installations?

RESPONSE

We will consider environmental needs as well as a range of other needs including social and economic impacts. The adoption of the Energy Strategy will involve a greater emphasis on environmental impacts in business case assessment.

