

Meeting Minutes

Meeting title	GFirst LEP Board Meeting
Date/time/venue	25/08/2015 @ 8:30 – Board Room, Oxstalls Campus
Attendees	<p><u>Members:</u> Diane Savory (DS) (<i>Chair</i>), Roman Cooper (RC), Mark Hawthorne (MH), Stephen Jordan (SJ), Stephen Marston (SM), , David Owen (DO), Matthew Burgess(MB), Mike Warner (MW), Adam Starkey (AS) & Rob Loveday (RL)</p> <p><u>In attendance:</u> Lynn Stacey (Minutes), Katie Jenkins (KJ), David Waters (DW), Mally Findlater (MF) & Mike Curran (MC)</p>
Apologies	Claire Mould, Nigel Riglar, Roger Mortlock, Neill Ricketts, Mike Wiltshire & Pete Carr

No.	Item	Action	By
1.	<p><u>Welcome & Introduction</u> DS welcomed all Board Members</p>		
2.	<p><u>Minutes of Last Meetings 29/06/15, 24/07/15 & Matters Arising</u> Minutes of the last two meetings were agreed as a true record.</p> <p>Matters arising: <u>Green Project</u> - SGSC has now signed the lease for Berkeley</p> <p><u>Hartpury College STEM project, confirmation of decision</u> – further to Pete’ Carr’s email of 2.7.15 the Board agreed to the following recommendations via email</p> <p><i>Recommendations Agreed</i></p> <ul style="list-style-type: none"> ➤ Approve the offer of a formal funding award of £700,000, post due diligence, to the Hartpury College STEM project. ➤ Approve the preparation of the final funding agreements for the Hartpury College STEM project including the recommendations indicated in the Added value and improved value for money section above. <p><i>Decision</i> The Board approved the funding allocation of £700,000 for the Hartpury College STEM project, subject to the finalisation of the funding agreement and based on the recommendations in the supporting paper circulated on email decision.</p> <p><u>Senior Growth Hub Network Project Manager</u> – the recruitment process has now started.</p>		

	<p><u>Blackfriars & Transport</u> – Delegated Funding Agreement (see paper Blackfriars & Quayside) now signed with Gloucestershire County Council</p> <p><u>Pipeline Growth Deal projects</u> – update was given on how these are assessed and it was agreed we should aim for a single list as the LEP has a different process. It was highlighted that there is not a single pot of funding and the bidding process is separate (A417 was given as an example). Board approved an approach to “Growth Deal 3”; check with promoters for any changes to existing projects, put a call out for new projects and access all applications using previously agreed methodology.</p> <p><u>Growth Deal Expansion (Oxstalls)</u>– plan will be submitted in 2 weeks’ time.</p> <p><u>Cyber Security Training Conference Centre</u> – making good progress and starting due diligence.</p>		
3.	<p><u>GLTB Update</u></p> <p>An update was given following the GLTB Board Meeting of 29.7.15. DO included an update that the GLTB approved the merger of the A40 Bus Priority and A40 Benhall Approach schemes and allowed the merged A40 Corridor Bus Priority Scheme as well as the A40 Over Roundabout and Abbeymead/Metz Way Schemes to move on to the next stage of the business case approval process. The A40 Corridor Bus Priority scheme now has a minimum impact on the trees/hedges. The scheme is currently being consulted on.</p>		
4.	<p><u>Growth Deal Project Update: (see separate papers – Email decision record Airport Funding Approval dated 07/08/15; Project Approval - Blackfriars and Quayside)</u></p> <ul style="list-style-type: none"> ➤ Gloucestershire Airport – process of funding ➤ Blackfriars – seeking funding approval <p><u>Gloucestershire Airport project</u></p> <p>Declaration of interest: SJ</p> <p>Further to Pete’ Carr’s email of 7.8.15 the Board agreed to the following two recommendations via email:</p> <p><i>Recommendations: Agreed</i></p> <ul style="list-style-type: none"> ➤ Approve the offer of a formal funding award of £550,000, post due diligence, for the Gloucestershire Airport project. ➤ Approve the preparation of the final funding agreement for the Gloucestershire Airport project, with the conditions and recommendations outlined in the supporting paper and in the executive summary of the accompanying due diligence report. <p>Decision</p> <p>Board approval to allocate funding of £550,000 and finalise the funding agreement was received.</p>		

	<p><u>Blackfriars</u></p> <p>Declarations of interest: SM, MH & MB</p> <p>MC updated the Board on the Due Diligence Report and asked if there were any risks not covered in this report.</p> <p>There was a concern regarding the Outcomes (page 14 in the DD report) but it was confirmed agreement is required on getting the land ready for development only. MF will take this forward to get the wording amended.</p> <p>Another concern was regarding student accommodation (page 12 in the DD report) and SM confirmed the University will not develop but look to private providers. MF to take this forward.</p> <p><i>Recommendations: Agreed</i></p> <ul style="list-style-type: none"> ➤ Approve the offer of a formal funding award of £4,130,000, post due diligence, for the Blackfriars & Quayside project. ➤ Approve the preparation of the final funding terms for the Blackfriars & Quayside project, with the conditions and recommendations indicated in the table below and in the executive summary of the accompanying due diligence report. ➤ To note this is the first project of the Gloucestershire County Council delegated schemes portfolio to be considered. <p><u>Decision</u></p> <p>The Board approved the funding award of £4,130,000 to the Blackfriars and Quayside project, subject to the finalisation of the funding agreement based on the recommendations in the supporting paper</p> <p>MH gave an update with regards to Glos Prison and confirmed they are in a consultation process at present.</p>	<p>MF</p> <p>MF</p>	
<p>5.</p>	<p><u>GIIF Update (see separate papers – GIIF Board Recommendations paper and 2 Key Milestones reports)</u></p> <p>DO confirmed that this programme is progressing very well and went through the recommendations made by the LEP Investment Panel. DS gave special thanks to the County Council team for their hard work on this.</p> <p><i>Recommendations: Agreed</i></p> <ul style="list-style-type: none"> ➤ Note the progress update on the GIIF portfolio of projects ➤ Receive the report and approve the recommendations from the Investment Panel, at its meeting of 15 July 2015, regarding the continuing use of the Gloucestershire Infrastructure Investment Fund <p><u>Decision</u></p> <p>Board approved the recommendations from the LEP Investment Panel regarding the Gloucestershire Infrastructure Investment Fund,</p> <p>SM confirmed small grants are now given to SMEs through the Growth Fund.</p>		

<p>6.</p>	<p><u>Devolution (see Economy & Growth paper V1.3)</u> DO confirmed the submission deadline is 4.9.15 which will no doubt lead to further discussions.</p> <p>DO made reference to an email he forwarded from Jane Burns (21.8.15 @ 17:31) which included two papers from the Governance section of the proposed devolution documents. The advice given is that we should keep our options open and to emphasise what we are doing and what is required, instead of what we are not going to do. Agreed we want a more positive statement to say we recognise the desire, but not in a position at present. DO stated he wanted to ensure the LEP Board take a leadership role and to get combined voting rights.</p> <p>A discussion took place on whether a Mayor should be elected and MH confirmed this will be debated further. The agreed wording should be “we will explore the opportunities to a single contact”</p> <p>A question of whether the councils/boundaries should be looked at but the Board agreed they would not have a view on this.</p> <p>A question arose on who are the appropriate partners, and whether LEP should be included? MH to investigate further.</p> <p>DO did a summary of the Economy & Growth V 1.3 paper and confirmed this is not a final version. Comments received: <u>2.0 Economic Development & Business Support</u> – can we pull this into one with the strategic economy plan? It was agreed this would be good idea to strengthen the work with the commitment to pull the resources together. <u>3.0 Skills & Employment</u> – SM to give specific numbers under this item. <u>4.1.2 Junction 9 & 10</u> – wording needs to be amended to reflect the amount of land used for residential. Agreed public owned assets should be factored in as there is a large amount of public land which is not being used. <u>Devolve Highways England budget</u> – discussion on the planning process on whether we want funding on a local level with the A417 used as an example. DO to discuss with Mike Dawson. Agreed we need to include words of support from Highways and work with them on phase 2. <u>4.2 Enterprise Zones</u> – Agreed to a phased approach and to endorse a joint approach with Fiddler Green and the Forest of Dean. GCHQ not signed up at present. Agreed we could join up Cyber Park, Berkeley with Growth Deal. KJ stated the Board need to have a view on rural/multi sites. RL to produce something on aerospace. <u>4.3 Broadband</u> – more emphasis is required on mobile signals in the rural areas.</p> <p>Next steps – please send any feedback on this paper to DO by mid-day tomorrow (26th). An update will be given on the 2.9.15, so please do not circulate this paper.</p> <p>LS to issue paper electronically to all immediately.</p>	<p>MH</p> <p>ALL</p> <p>LS</p>	<p>26.8.15 12:00</p> <p>Done</p>
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7.	<p><u>AOB</u></p> <p>6th October Board meeting will be held at Harrison Clark Rickerbys in Cheltenham. This is for a launch which ties in with the Cheltenham Literature Festival and includes a breakfast for all Ambassadors. The Board meeting, therefore, will commence at 10:30.</p> <p>It was asked whether we can hold a Board meeting at Berkeley. It was agreed this is a possibility for next Spring.</p>		
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Date of Next Meetings:

- Tuesday 6th October 2015 @ 10:30 (apologies given from: SM,MB, NR& MH)
Venue: Harrison Clark Rickerbys in Cheltenham
- Tuesday 15th December 2015 @ 08:30 (SJ & Nigel R to leave at 10:00)
- Tuesday 16th February 2016 @ 08:30
- Tuesday 19th April 2016 @ 08.30
- Tuesday 21st June 2016 @ 08:30
- Tuesday 9th August 2016 @ 08:30
- Tuesday 4th October 2016 @ 08:30
- Tuesday 13th December 2016 @ 08:30