

## Meeting Minutes

<b>Meeting title</b>	GFirst LEP Board
<b>Date/time/venue</b>	4/12/2018 @ 8:30 to 10:30 UoG, School of Business & Technology – Board Room
<b>Attendees</b>	Members: Adam Starkey (AS) (Chair), (NR), Rob Loveday (RL), Steve Jordan (SJ), Russell Marchant (RM), Jenny Raymond (JR), Deborah Potts (DP), Jim Grant (JG) Mark Hawthorne (MH), Mike Warner (MW) & Ian Mean (IM) <u>In attendance:</u> David Owen (DO), Lynn Stacey (minutes), Dev Chakraborty (DC), Katie Jenkins (KJ), Claire Edwards (CE) Simon Excell (SE) (item 7 & 8), Scott Macaulay-Lowe (item 7 & 8), Elizabeth Weaver (EW) (item 6) & Mark Sheridan (item 9)
<b>Apologies</b>	Diane Savory, Neill Ricketts, Mally Findlater & Doina Cornell

No.	Item	Action	By
1)	<p><b><u>Welcome &amp; introduction</u></b> AS welcomed all Board Members and apologies as noted above were given.</p> <p>DC asked for feedback on our Annual Review event at Hartpury University, the feedback was overwhelmingly positive. DC confirmed we had 384 delegates and received 70 pledges to help us with our Education Team, Business Groups and our future work with young people. RM stated his students found the event very interesting and enjoyable and we need to think of the younger audience for next year's event.</p>	DC	2019
2)	<p><b><u>Minutes of last meeting 11 September 2018, written procedure of BEIS CLoG Dashboard &amp; Cheltenham Growth Hub &amp; Matters Arising.</u></b></p> <p><u>Minutes of the last Board meeting on 11 September 2018</u> - were approved as a true and accurate record.</p> <p><u>Minutes of the written procedure re BEIS CLoG Dashboard</u> – were approved as a true and accurate record.</p> <p><u>Minutes of the written procedure re Cheltenham Growth Hub</u> – were approved as a true and accurate record.</p>		
3)	<p><b><u>Declarations of interest</u></b> <b>Please declare any pecuniary or personal interests relating to specific matters on the agenda.</b></p> <p>DC asked the Board to update their Register of Members' Interests Forms, which are featured on the GFirst LEP website. LS to contact those who were unable to update their forms (DS, MH, NR &amp; RM). It was stated the declarations of interests form attached to the agenda needs to be updated. <b>Note:</b> we will include a link to our website for future meetings.</p> <p>The following interests were declared: SJ &amp; MH - West Cheltenham Transport Improvement Schemes – UK Cyber Business Park</p>	LS	21.12.18
4)	<p><b><u>CEO's verbal updates:</u></b> <u>LEP Review</u> DO gave an update from the recent LEP Network Chairs &amp; CEOs workshop he attended with AS. DO confirmed there are no concerns for us and we should receive confirmation on funding this week.</p> <p>MH confirmed that the Higher Education Board representative will not be included when considering the private sector representation on LEP Boards.</p> <p>DO confirmed we may need to increase the size of the Board to ensure we are aligned to the target of gender balance of our Board.</p>		

	<p><u>Local Industry Strategy</u> KJ gave an update on this strategy and confirmed Tony Bray will have a formal engagement to discuss with Government. KJ encouraged ALL to share #LocalIndustrialStrategy via Twitter. The timescale for all remaining LISs to be completed is March 2020, but it was noted, this timescale could cause issues with the timing of UK Shared Prosperity Fund announcements.</p> <p><u>SEP refresh</u> DO encouraged all to review the SEP refresh, which is a positive read and can be found on our website.</p> <p><u>Growth Hub Network</u> DO gave an update on the plans for a Stroud Growth Hub and a fresh call will be made on 10<sup>th</sup> December that will be subject to OJEU procurement procedures.</p> <p><u>Employment &amp; Skills Paper</u> This paper was discussed in Pete Carr's absence who is currently in London hoping to find out more about the Careers Hubs. DP asked for clarity on GVCSA representation on the Employment &amp; Skills Board as she feels the sector is disconnected and a stronger voice for this group is required. DO to take up this issue.</p>	<p>ALL</p> <p>ALL</p> <p>DO</p>	
5)	<p><b><u>Growth Deal: Quarterly Project update</u></b> DC introduced this item and highlighted the positive projects that have completed in the last quarter plus the challenges we face on Cheltenham Cyber Park, UK Digital Retail Innovation Centre and Berkeley Cyber Centre (C11) as outlined in the Growth Deal Programme Update to end of Q2 Financial Year 18/19 paper. The papers have been signed off with our Accountable Body.</p> <p>A discussion took place on how we capture the data in the BEIS 'Dashboard' and it was confirmed there is more data available that supports this document. KJ will investigate any gaps in this dashboard and confirmed there are plans to improve this data.</p> <p>The Board was recommended to approve the BEIS 'Dashboard' as a true and fair record of the progress to date (to end of Q2 18/19) of the Gloucestershire Local Growth Programme.</p> <p><b><u>Decision:</u></b> The Board approved the BEIS 'Dashboard' as a formal record of the progress of the Growth Programme to date to the end of Q2 18/19 based on the information provided.</p>		
6)	<p><b><u>Gloucestershire Green Infrastructure Pledge</u></b> EW introduced this paper with some background information.</p> <p><b><u>Decision:</u></b> The Board approved the signing of the Gloucestershire Green Infrastructure Pledge.</p>		
7)	<p><b><u>Lydney Transport Strategy: funding decision (Note: this project is now called 'Lydney Cycling Improvements Scheme')</u></b> SE (GCC Project Sponsor) introduced the strategy which featured in the original SEP. SE talked through the five new/improved cycle routes and highlighted that the Business Case assessment scores well and is deemed to represent good value for money. The project has also been approved by the Investment Panel.</p> <p>A discussion took place on what modelling tools were used around the health benefits and measuring potential user demand/take up for the scheme. Scott Macaulay-Lowe from the GCC Highways Major Projects Team (SML) stated that supporting evidence had been taken from various surveys, the SEP and Lydney Town Council produced internal reports on the potential cycling demand in the local area and that details could be found in the Business Case report. DP stated Active Gloucestershire has relevant data and was disappointed they had not been consulted and were concerned on the lack of joining up of cycling and walking routes across the county. SML acknowledged this and confirmed that GCC will consider Active Gloucestershire in future consultation processes. DO also stated that the issue of demonstrating user demand and resources for an appropriate level of activation,</p>		

	<p>within schemes such as this, will be noted for future funding calls and investment planning purposes, to ensure there is a more joined up approach.</p> <p>The Board was asked to consider the following conditions within the funding agreement before any funds are transferred:</p> <ul style="list-style-type: none"> <li>i. legal agreements are required in the form of a Cycleway Dedication Order in relation to access to this land and maintenance of the infrastructure. It is recommended that a condition is included in the funding agreement in relation to the successful completion of this process so that funding can be clawed back as required should such approvals be rejected.</li> <li>ii. It was recommended that an environmental appraisal, as well as any subsequent permits or approvals, will be included as milestones in the funding agreement. It is also recommended that a condition is included within the funding agreement so that funding can be clawed back, as required, should such approvals be rejected.</li> <li>iii. GCC Cabinet approval confirming GCC commitment to the funding of any cost increases and future ongoing maintenance. Funds should not be released until this is confirmed (due January 2019).</li> </ul> <p><b><u>Decision:</u></b> The Board approved the offer of a formal funding award, of £1m, post due diligence and business case assessment, for Lydney Cycling Improvements Scheme.</p> <p>The Board also approved the preparation of the final funding agreement for the Lydney Cycling Improvements Scheme , but requested that the project promoter be asked to report back to the Board, in due course, about efforts to encourage effective use/activation of the new and enhanced cycling routes.</p>	DO              GCC	
8)	<p><b><u>West Cheltenham Transport Improvement Schemes – UK Cyber Business Park update (WCTIS)</u></b></p> <p>SE introduced this scheme and provided some background information outlining that initial cost estimates indicate that a package of 12 schemes along the A40 corridor, from M5 Junction 11 to east of Benhall Roundabout, could be delivered from the available budget, in four phases. He also reminded Board members that this is a standalone proposal embracing the transport improvement works required to enable the opening up of the allocated site for the Cyber Business Park. The development of the Cyber Business Park itself is still under discussion between Cheltenham BC and the proposed developer.</p> <p>SE explained the risks involved, including scheduled maintenance works required by HE (Highways England) on a number of the M5 bridge structures in the area, commencing in January 2019. There is a concern that this essential HE work may impact on the agreed WCTIS scheme timescale as well as the additional local transport disruption this may cause. He confirmed that GCC will continue to look at opportunities to work around this challenge, but that ultimately, the only option may be to extend the delivery timescales. The Board acknowledged that any transport congestion in the area would be a key economic issue and agreed that it would be important to remain alive to this issue through future Board meetings.</p> <p>The lack of parking and people abusing the Park &amp; Ride system near the Golden Valley roundabout was also discussed and it was confirmed that there needs to be a commitment from the developers to build in additional parking in their plans.</p> <p>M5 Junction 10 was mentioned and whilst related, it was stated that this is a separate project proposal and that an expression of interest (to include ‘Smart’ motorways) for potential Housing Infrastructure Fund (HIF) resourcing, to assist business case development, has been approved to proceed to full application. The full business case for J10 will be submitted by GCC to Homes England in March 2019.</p> <p>In response to queries about the progression of the Cyber Business Park itself, SJ confirmed that the planning application process is moving forward and committed to providing an update/presentation at the next Board meeting.</p>	SJ	22.01.19

	<p><b><u>Decision:</u></b> The Board approved the following:</p> <ol style="list-style-type: none"> <li>a) the transfer from CBC to GCC as the scheme promoter for the £22m West Cheltenham Transport Improvement Schemes – UK Cyber Business Park. This will be subject to GCC Cabinet agreeing the proposed West Cheltenham Transport Improvement Schemes – UK Cyber Business Park on the 19th of December.</li> <li>b) the preparation of a Memorandum of Understanding with GCC that will enable the phased release of up to £3.3m of the £22m in 2018/19 for Business Case development of the schemes outlined in the supporting paper</li> <li>c) to note that the transport improvements will be delivered in stages, to allow a scalable approach to delivery, to maximise the amount of schemes that can be delivered with a finite amount of LGF investment funding.</li> <li>d) to confirm that: <ul style="list-style-type: none"> <li>• where a Business Case is produced for a scheme that is listed as part of the supporting paper and for which the associated costs can be capitalised, this Business Case would be deemed to be a ‘capital asset’, eligible to be funded through LGF investment funding.</li> <li>• in most instances, these Business Cases would lead directly to delivery with LGF investment funding, but in some instances, it could emerge through the Business Case process, that delivery through the Growth Deal funding is not possible and alternative funding mechanisms (including developer contributions) have to be sought. In this case, the Business Case would be regarded as a legitimate ‘capital asset’ developed in support of the ultimate delivery plan and as such, there would not be a requirement to repay the LGF funded capital cost of the Business Case process</li> </ul> </li> <li>e) to accept that there is a joint responsibility, of all partners involved in the West Cheltenham Transport Improvement Schemes – UK Cyber Business Park, to discuss how potential revenue cost risks could be covered. This would be the case in circumstances where the project promoter produces a BC for a specific scheme in good faith, which can then not be capitalised, as there is NOT a reasonable expectation of delivery through the Growth Fund, <u>or</u> other investment sources.</li> <li>f) to accept the risk that not all of the schemes will be completed by the funding deadline of 31st March 2021, due to the extremely tight timescales given to this project. Further delays may occur as a result of further risks highlighted in this paper, outside the direct control of the Promoter. However, GCC will seek to mitigate these risks by careful negotiations with stakeholders, including Cheltenham Borough Council, who are the planning authority for the Cyber Park development site. As a minimum, by March 2021, all Business Cases will be completed and a contract will be in place to deliver the schemes within a set timetable which is as close to 2021 as is feasible, within the constraints that arise. This timetable is to be agreed with the Programme Management Group.</li> </ol> <p>The Board requested to be kept informed of progress on both these transport components and the development process for the Business Park itself.</p>		
9)	<p><b><u>Brexit The Inside Story by Mark Sheridan</u></b> A presentation and discussion took place on Brexit.</p>		

**New Dates for 2019:**

- Tuesday 22nd January 2019 @ 8:30
- Tuesday 26th March 2019 @ 8:30
- Tuesday 2nd July 2019 @ 8:30
- Tuesday 8th October 2019 @ 8:30
- Tuesday 10<sup>th</sup> December 2019 @ 8:30