

<b>Meeting title</b>		GFirst LEP Board	
<b>Date/time/venue</b>		08/10/2019 @ 8:30 to 10:30 Oxstalls Campus – Board Room	
<b>Attendees</b>		<p><u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), Neill Ricketts (NR), Rob Loveday (RL), Deborah Potts (DP), Mike Warner (MW), Ian Mean (IM), Jim Grant (JG), Russell Marchant (RM), Stephen Jordan (SJ), Mark Hawthorne (MH), Jenny Raymond (JR), Emma Hanby (EH), Lorrin White (LW) &amp; Ruth Dooley (RD)</p> <p><u>In attendance:</u> David Owen (DO), Lynn Stacey (minutes), Dev Chakraborty (DC), Clare Edwards (CE), Oliver Hindle (OH), Barry Bodin-Jones (BBJ), Mally Findlater (MF), Katie Jenkins (KJ), Scott Macaulay-Lowe (SML) for item 7, &amp; Simon Excell (SE) for item 8.</p>	
<b>Apologies</b>		Doina Cornell	
No.	Item	Action	By
1)	<p><b><u>Welcome &amp; introduction</u></b></p> <p>DS welcomed all Board Members including an introduction to new Board Members, Emma Hanby, Lorrin White and Ruth Dooley. Apologies as noted above were given.</p>		
2)	<p><b><u>Minutes</u></b></p> <p><u>Minutes of the last Board meeting on 2 July 2019</u> - were approved as a true and accurate record, with the following point:</p> <ul style="list-style-type: none"> <li>- DC is working with Jess Gray (GFirst Marketing Manager) on both the PR of the Board and the recruitment process for a new LEP Chair.</li> </ul> <p><u>Minutes of the written procedure re Bakers Quay</u> - were approved as a true and accurate record.</p> <p><u>Minutes of the written procedure re BEIS/CLoG data submission for Q1 of financial year 2019-2020</u> – were approved as a true and accurate record.</p>	31.1.20	DC
3)	<p><b><u>Declarations of interest available on the GFirst LEP website</u></b></p> <p><a href="https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/">https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/</a></p> <p>Declaration of interest have been received from new Board Members: EH, LW &amp; RD and these will be reviewed / signed off by the S151 Officer (Steve Mawson).</p>	ASAP	LS

4)	<p><b><u>Local Growth Fund update</u></b></p> <p>BBJ introduced this item and went through the paper issued with the board papers. This included an update on the progress to date of delivery and the key highlights and issues arising for the Programme.</p> <p>BBJ confirmed he has been working closely with OH to ensure clarification on the funding and any risks arising with the Cyber Park development. SJ also gave a quick update on the progress of the Cyber Park scheme.</p> <p>MW raised the issue of the development of the M5 junction 10, which also affects junction 11 and the high cost of the homes, which are being built. SJ confirmed they are working with Homes England on a funding bid and it is a work in progress.</p> <p>The delays with Cheltenham Spa Railway Station project were also explained and any overrun on cost will be met by GWR.</p> <p>It was noted the figure on total number of apprenticeships was higher than originally forecast.</p>		
5)	<p><b><u>European Funding (ESIF) programme update</u></b></p> <p>MF introduced this item and went through the paper issued with the board papers. The Board noted the delivery progress to date of the ESIF Programme in Gloucestershire.</p>		
6)	<p><b><u>Verbal update on the pipeline / EOI's</u></b></p> <p>MF stated we need to ensure we have a credible and effective list of projects for future funding. This includes working with CE and the Senior Officers Group to maintain the Capital Investment Pipeline (CIP) for the Gloucestershire Economic Growth Joint Committee (GEGJC), as well as selecting the projects that are suitable for GFirst's investment portfolio.</p> <p>MF confirmed 58 applications were received, which has been filtered down by GFirst senior staff to 31 projects that will be taken to the next stage.</p> <p>MH sought reassurance that the process of selection would be subject to an appropriate level of scrutiny. DO agreed that this could be a task for the GEGJC scrutiny committee.</p> <p>No confirmation has been received yet on the criteria for any funding but in the meantime, we will develop the portfolio in line with the emerging priorities in the Local Industrial Strategy (LIS) and the Strategic Economic Plan (SEP).</p> <p>To ensure that the portfolio is balanced and reflects existing projects and provision, it is likely that there will be a need for further work such as master planning. The Board will be asked for their assistance as these tasks become clear, and in due course a sub group will be created to review the emerging 'long list' of projects.</p>		MF

	<p>To note: the Board sub-group meeting arranged to look at the project pipeline on October 29<sup>th</sup> has been postponed.</p>		
<p>7)</p>	<p><b><u>Verbal update on WCTIS (Cyber Park) project</u></b></p> <p>SML gave an update on this project, which was discussed originally in the 4 December 2018 Board Meeting (details can be found: <a href="https://www.gloucestershire.gov.uk/highways/major-projects/">https://www.gloucestershire.gov.uk/highways/major-projects/</a> and a paper will be produced for the December Board Meeting).</p> <p>SML explained the 4 phases for this project, with the following points:</p> <p><u>Phase 1</u> – this includes improvements to Arle Court Roundabout and the surrounding area plus property / land has been acquired for the expansion of the Park &amp; Ride. The full business case will be delayed to December but will not affect the programme.</p> <p><u>Phase 2</u> – this includes widening the Golden Valley eastbound only.</p> <p><u>Phases 3 &amp; 4</u> – this will include work on the cycling and pedestrian infrastructure. It is expected there will be some challenges with the underground services, but risk contingencies have been included and GCC will be liable for any overrun on cost.</p> <p>SJ declared an interest, as he is involved with the West Cheltenham Transport Improvement Scheme.</p>		
<p>8)</p>	<p><b><u>B4063-A40 corridor</u></b></p> <p>SE gave a summary of the paper issued with the board papers and asked the Board to consider re-directing the LGF funding, provisionally earmarked for the Staverton Bridge Junction investment scheme, so that the original outcomes can still be delivered through Phase 3 of the WCTIS scheme instead. This is due to the need to make allowances for revisions arising with a parallel highways improvement scheme planned by Highways England.</p> <p>This led to a discussion with the following points raised / highlighted:</p> <ul style="list-style-type: none"> <li>• There could be some network access conflicts potentially, but GCC and Highways England will be liaising with each other to ensure these are kept to a minimum.</li> <li>• The full business case for the enhanced phase of the WCTIS scheme would be prepared and issued to the Board in the Spring 2020.</li> <li>• In terms of promoting take up of the associated new cycle routes, the Board acknowledged the challenge, but agreed that it would be inappropriate to apply conditions to the WCTIS project to stimulate such demand directly. It was noted that a more comprehensive action plan to support improvements in cycling, in the County, is in development.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Phases 3 &amp; 4 of the WCTIS project is looking specifically at the provision of cycling infrastructure in the West Cheltenham area, with the objective of improving the management of cyclists on the A40 corridor.</li> <li>• DO highlighted that this is not the normal process for the reallocation of funding. In support, CE confirmed that the Programme Management Group (including the Accountable Body) had reviewed this request carefully and judged that the broad outcomes of the original allocation would still be delivered, albeit through a different scheme and at a different location. As a result, the request was considered compliant with our Assurance Framework. It was also noted that the case was an exceptional situation of a <i>re-direction</i> of investment and does not set a precedent for future reallocations.</li> </ul> <p>The Board asked what would be the implications of not supporting this process amendment and also the justification.</p> <p>Justification - it was confirmed the adjustment will deliver the same outcome to the original proposal, but with more added value in terms of its complementarity to the Cyber Park scheme, an association which did not exist on the original project. However, if this proposal was rejected, then a full fund reallocation process would be required.</p> <p><b>Decision:</b> The Board (exceptions below) agreed to the £1.6M 2014 SEP allocation for Staverton Bridge Junction on the B4063 to be re-allocated to WCTIS Phase 3, and ring-fenced solely for use on the cycle way and associated works.</p> <p>RD – declared an interest. RL &amp; NR – rejected this proposal</p>		
9)	<p><b><u>Discussion on the Local Industrial Strategy (LIS)</u></b></p> <p>KJ did a presentation on the draft LIS and copies of her slides will be distributed to the Board as well as being available on the GFirst website.</p> <p>A discussion took place on the draft LIS with some constructive feedback, which KJ will take forward.</p> <p>KJ confirmed the youth survey results will be published in a couple of weeks and these will be distributed to the Board.</p>	<p>ASAP</p> <p>25.10.19</p>	<p>KJ</p> <p>KJ</p> <p>KJ</p>
10)	<p><b><u>AOB</u></b></p> <p>DS reminded ALL of the GFirst Road Trip on the 17th Oct and a full itinerary will be issued early next week.</p> <p>DO informed the Board of some additional Growth Hub funding from BEIS. We have been selected as one of 10 ‘cluster leads’ across the country to lead on this Growth Hub/Get ready for Brexit activity. We will co-ordinate the work across Gloucestershire as well as the West of England and Swindon &amp; Wiltshire.</p>	15.10.19	LS/ BBJ

	<p>IM commented on how good the Highways England A417 'Missing Link' communications are.</p> <p>DC asked if any Board Members would like to join the LEP table at this Thursday's Gloucestershire Business Awards.</p> <p>DO have been invited to join the Future Flight Challenge Advisory Group.</p>		
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**Dates for 2019:**

- Tuesday 10<sup>th</sup> December 2019 @ 8:30

**Dates for 2020:**

- Tuesday 25<sup>th</sup> February 2020 @ 8:30
- Tuesday 5<sup>th</sup> May 2020 @ 8:30
- Tuesday 14<sup>th</sup> July 2020 @ 8:30
- Tuesday 8<sup>th</sup> December 2020 @ 8:30

**GFirst LEP Board Meeting & Away Day**

- 15<sup>th</sup> September 2020 – further details to follow nearer the time.