

Meeting title	GFirst LEP Board
Date/time/venue	10/12/2019 @ 8:30 to 11:00 Oxstalls Campus – Board Room
Attendees	<p><u>Members:</u> Diane Savory (DS) (Chair), Rob Loveday (RL), Mike Warner (MW), Ian Mean (IM), Jim Grant (JG), Russell Marchant (RM), Stephen Jordan (SJ), Emma Hanby (EH), Lorrin White (LW) & Ruth Dooley (RD).</p> <p><u>In attendance:</u> David Owen (DO), Lynn Stacey (minutes), Dev Chakraborty (Dev), Doina Cornell (DC), Clare Edwards (CE), Barry Bodin-Jones (BBJ), Mally Findlater (MF), Katie Jenkins (KJ), Steve Mawson (SM), Carl Creswell (CC), John Baker (JB), Simon Excel (SE), Scott Macaulay-Lowe & Rae Suemul for Item 8.</p>
Apologies	Adam Starkey, Mark Hawthorne, Neill Ricketts, Jenny Raymond, Deborah Potts & Oliver Hindle.

No.	Item	Action	By
1)	<p><u>Welcome & introduction</u></p> <p>DS welcomed all Board Members including an introduction to Steve Mawson, Director of Corporate Resources at GCC, the role includes being our S151 Officer, plus Carl Creswell (Director of Professional Business Services, Retail & Post @BEIS). Apologies as noted above were given.</p> <p>CC gave an update from Westminster but due to purdah was limited on what he could say.</p> <p>DO informed all that Oliver Hindle will be leaving us and as a result, Karen Leigh will be the new Area Lead for GFirst LEP in the New Year. Karen is well known to a number of the LEP team through her current role as Assistant Director for Growth Hubs @BEIS.</p>		
2)	<p><u>Minutes of:</u></p> <p>Minutes of the last LEP Board meeting on 8 October 2019 - were approved as a true and accurate record.</p> <p>Minutes of the written procedure re BEIS/CLoG data submission for Q2 of financial year 2019-2020 – were approved as a true and accurate record.</p>		
3)	<p><u>Declarations of interest available on the GFirst LEP website</u></p> <p>https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/</p> <p>Declarations of interest from the new Board Members have now been signed off by the S151 Officer and our website will be updated shortly.</p>	Done	Dev

	DS reminded all Board Members to ensure their declarations of interest on the GFirst LEP website is up to date and checked on a regular basis.	Ongoing	ALL
4)	<p><u>Western Gateway update</u></p> <p>Western Gateway is the regional collaboration covering Gloucestershire, Swindon & Wiltshire, West of England, Newport, Cardiff and Swansea. DO & DS gave an update on the various meetings since the launch of the Western Gateway initiative by Robert Jenrick, Secretary of State for Housing, Communities & Local Government (MHCLG), just prior to the General Election being called.</p> <p>A summary of what's been happening so far:</p> <ul style="list-style-type: none"> • Launched 1st November and an external launch is on hold due to the General Election. • The working group has agreed funding for secretariat. • DO is involved in the project group and looking at the prospectus. • The concept is gaining good traction (West of England is less keen). • The concept will be business led. • Katherine Bennett (Senior Vice President of Airbus) is the Chair. • Metro-Dynamics are producing an economic analysis for the region (they have worked with Midlands Engine, so have relevant experience). • The working group will produce a list of asks to Government/proposals in the New Year • DO is working with West of England and Swindon & Wiltshire LEPs in a leadership role. • Governance needs to be completed in the next 6 weeks. • The initiative has an opportunity to influence and attract large scale project funding. • Working across Bristol, Bath, Gloucestershire, Swindon & South Wales is a great opportunity to bring these areas together and in particular the Skills agenda. • West of England LEP will most likely be the administrator, which is likely to mean they get the £400k secretariat allocation. 		
5)	<p><u>St Barnabas Roundabout project</u></p> <p>DO provided a verbal update on the St Barnabas Roundabout project – a £1million Local Growth Deal funded project. GCC is currently reviewing the scheme and feedback on this review is expected later in December 2019. Should the scheme no longer be viable, this could result in the need to reallocate the £1m. If this happens, there is an existing commitment for the first £550k available to reallocate to go to Gloucester Railway Station, leaving £450k to reallocate.</p>		
6)	<p><u>Process and procedures</u></p> <p>There continues to be uncertainty over the details of future funding (including the UK Shared Prosperity Fund). We have been advised by Government officials</p>		

	<p>to develop a project pipeline in readiness. We have started the process and now have a long list of potential projects at ‘expression of interest’ stage. This has been reviewed by an internal executive team in the LEP and a sub-group of the LEP Board, with very useful feedback.</p> <p>MF stated work is underway to further our understanding of the needs and opportunities in the county, based on the evidence base, refreshed Strategic Economic Plan and draft Local Industrial Strategy (LIS), as well as emerging developments towards the Western Gateway. This will involve working with key stakeholders, our Business Groups and the Employment & Skills Board. This will enable us to assess and develop the project ideas so that they have the best strategic fit. This is a rolling process and although we do not expect to publish a further open call for projects, we would expect to work with existing project ideas or seek new projects that respond to the identified needs and opportunities. The basic scoring criteria for projects in the Assurance Framework are expected to underpin the assessment, but we expect to add to these once we have guidance from Government, and in response to the LIS.</p> <p>BBJ gave an update on the LEP’s Risk Register. RD who is the LEP’s ‘Risk Champion’ has reviewed this and made some amendments and will also attend some future Programme Management Group (PMG) meetings. This item will be a standard agenda item for future board meetings.</p>	Ongoing	LS
7)	<p><u>Spatial Planning in Gloucestershire</u></p> <p>A presentation was given by John Baker, the County Strategic Planning Co-ordinator (please contact LS if you would like a copy of his presentation).</p> <p>We currently have 4 Local Spatial Plans for the county – one for the JCS area (Gloucester/Cheltenham/Tewkesbury), then individual ones for Stroud, Cotswold and the Forest of Dean districts.</p> <p>JB explained his role and the benefits of a countywide spatial plan by working towards a Statement of Common Ground (SoCG) between all councils and the LEP, to reach agreement on certain things which are beyond local eg,</p> <ul style="list-style-type: none"> • reciprocal opportunity of enhanced rail services and new stations • ‘city region’ with critical mass and high connectivity • strategic employment sites • green infrastructure as a structural component of the spatial strategy • ‘beads on a string’ development and settlement clusters on potentially strong bus routes • enhancement of transport network and services • well-located sizeable new settlements designed to sustainable principles • increased connectivity of green infrastructure • promoting a low carbon future <p>The evidence will emerge piecemeal through consultations organised via our local authorities. The draft SoCG will be produced early next year and we will most likely require local plans to respond to the strategic plan.</p> <p>The Board suggested that this must be communicated to businesses in a simple way.</p>		

	<p>It is unsure at this stage how the consultation process will work but the business community will definitely be consulted.</p> <p>There was a concern of the lack of employment land and the need for freehold sites for commercial development. It was also highlighted the need to consider climate change and a very real need to change our behaviour and put things in place now to ensure the best long-term benefits.</p> <p>JB will take on board all the feedback from the LEP Board and praised the content and vision of the draft Local Industrial Strategy.</p>		
8)	<p><u>Growth Deal schemes for consideration for approval of funding</u> (SJ and SM declared an interest and left the room after the presentation)</p> <p>Simon Excell and colleagues introduced this item with regards to the West Cheltenham Integrated Transport Scheme (separate papers were issued with agenda).</p> <p>SE’s presentation focussed mainly on Phase 1 and 2, but did touch on Phases 3 and 4, which will be presented to the Board in due course.</p> <p><u>Outline of Phase 1:</u></p> <p>Arle Court Roundabout includes capacity improvements to the A40 Arle Court Roundabout to alleviate existing issues at the junction and to future proof against the impact of expected increases in demand. The scheme seeks to improve traffic flows, improve options for sustainable transport and contribute to accelerating the release of the employment land associated with the ‘West Cheltenham’ Strategic Allocation along with the other strategic allocations in the JCS adjacent to GCHQ which includes the proposed Cyber Park, and Cyber Innovation Centre.</p> <p>The scheme has been assessed fully by AECOM and the full business case assessment report has been completed.</p> <p>The LEP Board is asked to decide whether to approve or not to approve the funding of £8,215,000 for Phase 1 as outlined in the paper and supporting documents.</p> <p><u>Outline of Phase 2:</u></p> <p>The £4.48m A40 East Bound Widening scheme provides capacity improvements for traffic travelling in an eastbound direction from the M5 Junction 11 to Arle Court Roundabout. The scheme is the second phase of a wider programme of investments along the A40 corridor in Cheltenham called the West Cheltenham Transport Improvements Scheme (WCTIS) and builds upon the first phase, which delivers improvements to Arle Court Roundabout. This second phase will consist of upgrades to the A40 eastbound merge from M5 junction 11, which will be upgraded to a lane gain with ghost island merge, and the A40 eastbound carriageway upgraded to three lanes from this lane gain to Arle Court</p>		

<p>Roundabout. The scheme will allow the merge to accommodate much higher levels of traffic, which alongside further mitigating schemes would contribute to accelerating the release of the employment land associated with the 'West Cheltenham' Strategic Allocation along with the other strategic allocations in the Joint Core Strategy adjacent to GCHQ which includes the proposed Cyber Park, and Cyber Innovation Centre.</p> <p>The scheme has been assessed fully by AECOM and the full business case assessment report has been completed.</p> <p>The LEP Board is asked to decide whether to approve or not to approve the funding of £3,590,000 for phase 2 as outlined in the paper and supporting documents.</p> <p>It was confirmed that Cheltenham Borough Council has published the Master Plan for this on their website.</p> <p>It was asked what happens if Phases 3 and 4 do not get approval and how it would impact the project. It was stated that the project phasing has been designed to ensure that the early phases are not interdependent on later phases.</p> <p>GCC would be responsible for cost overruns, however this is with the understanding that the capital risk of the project is managed through the total £22m allocation, as per the December 2018 LEP Board paper. There are therefore likely to be scalable elements in Phases 3 and 4 that are dependant on small changes in budget realised after Phases 1 and 2 are substantially complete. However, GCC gave reassurance that current estimates remain within budget for all phases. In addition, project risk has been priced in, allowing for any unforeseen changes in scope, before any scaling back of what is being delivered becomes necessary.</p> <p>The associated issue of the plans for the development of the Cyber Park itself was raised, including a debate on the type of housing that would be most beneficial, and whether affordable housing/flats as opposed to larger houses would be more appropriate. It was confirmed that this issue was not part of these two funding requests, and would be under Cheltenham Borough Council's control, but that the LEP Board should exert influence on these plans.</p> <p>It was agreed we must place priority on public transport, cycling and walking in the transport designs. It was confirmed that Phase 3 will pick up the cycling elements.</p> <p>There have been two assessments of these projects, the main transport assessment and a wider economic assessment, which were both considered by the Board. A risk was identified relating to works that are scheduled by Highways England (HE) on the M5 in a similar timeframe that could create problems on the network, but that the team at GCC are working closely with HE to manage and mitigate any disruption.</p>		
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<p>Decision – Phase 1: The Board approved the funding of £8,215,000 for Phase 1 as outlined in the paper and supporting documents and instructed the GCC Accountable Body to prepare the necessary legal agreement.</p>		MF
<p>Decision – Phase 2: The Board approved the funding of £3,590,000 for Phase 2 as outlined in the paper and supporting documents and instructed the GCC Accountable Body to prepare the necessary legal agreement.</p>		MF

<p>Gloucestershire Airport Anson Park (SJ, SM and RD declared an interest and left the room after the presentation)</p> <p>BBJ gave some background information on this project and went through the board paper, which was issued with agenda. It was stressed this project gives access to open up an area of employment land, which does not have any restrictions on use. (Previous investments were limited to aviation related uses).</p> <p>BBJ went through the benefits and made the Board aware of the risks of this project. It was confirmed the Investment Panel had recommended approval for this project with conditions.</p> <p>A discussion took place on the airport, including the runway, outstanding liabilities, their marketing and the future plans by the owners of the Airport. There was a recommendation that the Airport owners took a more commercial approach to opportunities on the site, and so develop a more sustainable model with less reliance on grant funding. Climate change was also mentioned with a discussion about any positive contribution the Airport will make to more sustainable flight. It was agreed that it would be helpful for the Board to understand the masterplans and strategy for Gloucestershire Airport and that Mark Ryan, MD and an Airport Board member would be invited to present to the LEP Board.</p>		
<p>Decision: The Board approved the offer of a formal funding award, of £1,885,000, post due diligence and business case assessment subject to certain conditions. The Board also authorise GCC as the Accountable Body to prepare the final Heads of Terms for the release of the funding, noting the conditions in the paper.</p> <p>Conditions:</p> <ul style="list-style-type: none"> • To provide details of the contractor appointment and process prior to the drawdown of any funds, plus details on the timing and profiling of costs associated with site servicing, as outlined in full detail in the accompanying due diligence and business case assessment report. • No funding to be advanced until planning consent is obtained. • The new access road and enabling infrastructure must be provided on an 		BBJ

	<p>open access basis, such that the land is made available for more than one occupant. If there is only one occupant on the land at the end of a period of 5 years after practical completion of the road, then provision for clawback should apply, subject to a review with the Accountable Body. The terms of clawback would be determined by reference to the benefit obtained by the sole occupant from the use of the infrastructure but would be no more than the £1.885m cost funded by Local Growth Fund.</p> <ul style="list-style-type: none"> • We will inform the Airport of the approval but we require confirmation to ensure this investment is in line with the due diligence and business case assessment report. • This investment must have their shareholder support. • Mark Ryan, MD and an Airport Board member of Gloucestershire Airport to be invited to present to a future LEP Board Meeting, potentially May 2020. 		
9)	<p><u>Local Industrial Strategy</u></p> <p>KJ gave an update on the LIS Consultation Feedback report (91 responses received) and the next steps. It was confirmed that broadly speaking, we have received positive response from the private, public and voluntary sectors.</p> <p>DC raised the potential issue of using the photo of the proposed Forest Green Rovers' Eco stadium in our LIS, which is subject to planning permission.</p> <p>Decision: The Board approved the Executive team to complete the recommended revisions to the draft LIS and to liaise with Government appropriately.</p>		KJ
10)	<p><u>AOB</u></p> <p><u>AGM</u></p> <p>We will be holding our AGM, which is open to the public on the 7 January at 11am (see details on GFirst website). DS will represent the Board and the Executive team will be on hand to answer any questions from the general public.</p> <p><u>Board Membership Compliance</u></p> <p>We have recently received formal guidance for our Annual Performance Review with HMGovernment. This states that co-opted Board members cannot be taken into consideration when calculating both the gender diversity split of the Board and the Public/Private sector constitution of the Board. EH is currently the only co-opted Board member.</p> <p>A discussion took place and the Board agreed to increase the size of the Board from 14 to 15 members and for EH to fill the new private sector member role. Appropriate changes need to be made to the Articles of Association.</p> <p>JM raised the issue of HMGovernment not being consistent on whether the Board Members representing Further Education and Higher Education are classed as public or private members.</p>		

	<p>DO will issue a written procedure, which will outline the change required in board membership in order to comply with the prescribed ratio of private to non-private sector membership from Government.</p> <p><u>Employment & Skills Board</u></p> <p>IM raised his concern of the lack of progress from the Employment & Skills Board and the fact that productivity and recruitment is a major issue for businesses in the county. DO stated he was aware of this.</p> <p><u>A417</u></p> <p>The new Government will be asked to sign off the funding for the A417 Missing Link.</p>	Issued	DO
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Dates for GFirst LEP Board meetings in 2020:

- Tuesday 25th February 2020 @ 8:30
- Tuesday 5th May 2020 @ 8:30
- Tuesday 14th July 2020 @ 8:30
- Tuesday 8th December 2020 @ 8:30

GFirst LEP Board Meeting & Away Day

- 15th September 2020 – further details to follow nearer the time.