

Meeting title	GFirst LEP Board Meeting
Date/time/venue	09/06/2020 @ 9:00 to 10:20 Via Zoom
Attendees	<p><u>Members:</u> Diane Savory (DS) (Chair), Ruth Dooley (RD), Jim Grant (JG), Emma Hanby (EH), Mark Hawthorne (MH), Stephen Jordan (SJ), Rob Loveday (RL), Ian Mean (IM), Russell Marchant (RM), Deborah Potts (DP), Jenny Raymond (JR), Neill Ricketts (NR), Adam Starkey (AS), Mike Warner (MW), & Lorrin White (LW)</p> <p><u>In attendance:</u> David Owen (DO), Dev Chakraborty (DCh), Doina Cornell (DC), Carl Creswell (CC), Clare Edwards (CE), Patrick Forde (PF), Nick Holyoake (NH), Karen Leigh (KL), Steve Mawson (SM) & Lynn Stacey (minutes)</p> <p><u>Items 1 to 4:</u> Barry Bodin-Jones (BBJ), Alan Bullock (AB), Simon Excell (SE), Mally Findlater (MF) & Stephen Payne (SP)</p>
Apologies	Sarah Danson Carl Creswell, Mark Hawthorne & Steve Mawson left the meeting at 10am

No.	Item	Action	By
1)	<p><u>Welcome & introduction</u></p> <p>DS gave an update on her work as part of the recovery process, which included a recent BEIS Ministerial Roundtable, which was well attended and included the Western Gateway chair Katherine Bennett, alongside a number of private sector businesses. The meeting was well received by all attendees.</p> <p>DS, DO and DCh continue to have regular meetings with our local MP's, which have been beneficial for both parties.</p> <p>KL informed the Board that we will hear more with regards to Government funded capital projects shortly and she will ensure the Board is updated.</p> <p>CC confirmed he attends the Retail Sector Council with DS and his focus is the safer work guidance. Further announcements will be made to the public today. CC also confirmed the Secretary of State is very much working on the economic recovery involving various working groups.</p>		KL
2)	<p><u>Minutes of:</u></p> <p>Minutes of the last LEP Board meeting on 5 May 2020 - were approved as a true and accurate record.</p> <p><u>Risk Register</u> – RD gave an update and highlighted the key risks in the board papers, which included the risks associated with any local growth fund expenditure that is not achieved within the programme period. This is being managed in consultation with KL.</p>		

3)	<p><u>Declarations of interest available on the GFirst LEP website -</u> https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/ Please declare any pecuniary or personal interests relating to specific matters on the agenda.</p> <p>DS reminded all Board Members to ensure their declarations of interest on the GFirst LEP website is current and checked on a regular basis.</p> <p>SJ & RD declared an interest in item 4.</p> <p>NR also declared a potential interest in item 4, as he is working with AECOM (who have provided the business case assessments for both WCTIS 3&4 and WCWCI) on a different project.</p>	Ongoing	ALL
4)	<p><u>Growth Deal Schemes for consideration</u></p> <p><u>The Airport: Anson Park project</u> - MF informed the Board that a written procedure would be sent to them later this month for information to note. Due to changes in the Airport master-planning, the promoter has proposed changes to the detail of the project. These are being reviewed by the external assessor, who will update the due diligence report accordingly. It is expected that the changes will be assessed as reasonable and deliver improved outputs. The Board will have the opportunity to comment. If the assessment highlights any issues of concern, the written procedure would provide recommendations and ask for a Board decision.</p> <p>RD declared an interest as the Airport are clients of her Company. SJ also declared an interest as Cheltenham Borough Council is one of the Airport shareholders.</p> <p><u>West Cheltenham Transport Improvements Scheme (WCTIS)</u> – DO gave an introduction and confirmed phases 1 & 2 (already approved) are progressing well. It was also stated that it is important that all phases are integrated to mitigate any risks.</p> <p>MF introduced the papers for the two projects linked to the Cyber Park (WCTIS & WCWCI). She reiterated the risk mentioned earlier by RD associated with expenditure on these projects that could occur after the end of the programme that relates to recent Government guidance. This is actively being managed by the Programme management group with assistance from KL. This includes bringing forward these projects for Board approval earlier than scheduled, to secure commitment. An update will be provided to the Board at the July meeting MF confirmed that the Investment panel reviewed the two project submissions by written procedure. Responses were all favourable, and supportive. Two points were raised for consideration; 1) the need to bring the project forward for early consideration – which has been explained and 2) whether the impact of the Covid-19 crisis and its impact on travel patterns has an impact on the Business case assessment.</p> <p>LW picked up the 2nd point. MF confirmed that as the situation was so uncertain at this stage it would not be possible to undertake a reliable and robust business case review. However, the project will be asked to provide a considered response to the July Board meeting</p>	14.7.20	MF

WCTIS – UK Cyber Business Park - Phase 3 and 4 Funding Approval

MF confirmed that these final phases of the scheme are fully integrated in the package of transport mitigation measures related to the Cyber Park. The value for money has been assessed as high. In response to a question from RM, MF confirmed that, as with all LGF projects, any cost overruns and other risks would be the responsibility of the promoter (in this case GCC).

A presentation took place by SE with support from AB and SP. This gave full details of the plans for the proposed improvements. SE confirmed that GCC would manage the funding packages, with careful use of contingency planning. The Covid-19 delivery issues will be monitored and are not expected to result in delays.

Decision

The Board approved the funding of £6,895,000 for Phases 3 and 4 as outlined in the board papers and authorised the GCC Accountable Body to prepare the final Heads of Terms for the release of the funding, in line with the delegated Scheme Agreement between the LEP and GCC to include the following funding conditions:

- If planning approval or other outstanding consents are declined then funding can be withheld or clawed back as required.
- GCC Cabinet approval to proceed to procurement.
- Should the project be delivered for less than the allocated £8.29m, a funding condition should be included to ensure that any underspend is returned to the LEP.
- Any outstanding environmental mitigation identified as necessary should be delivered as part of the scheme.

(SJ abstained from this vote)

West Cheltenham Walking and Cycling Improvements scheme (WCWCI) - Funding Approval

MF referenced the Board decision on this investment in October 2019, which has led to the business case being presented now. The value for money score is high, and the scheme integrates with the full WCTIS package, as well as other cycling investments. SE provided full details in his presentation.

This led to a discussion with the following points raised / highlighted:

- Cycle link – AB confirmed they are working very closely with Highways England on a detailed design. It is hoped that construction will be completed in 2021 with a continued link to Cheltenham railway. There will also be planning applications for the cyber business park and housing, which will include a cycling link to the cyber park.
- An emphasis on the public to get active is key and a concurrent plan to activate people is required. It was confirmed that GCC will be promoting these routes and SE will ensure this is covered in the document plan.
- AB confirmed a range of other new cycling proposals, which are being currently considered.

