

| | |
|--------------------|--|
| Attendees | <p>Board: Amanda Burnside (AB) / Col Andrew Dawes (AD) / George Gill (GG) / Shahina Johnson (S) / John Mortimer (JM) / David Renard (DR) / Peter Wragg (PW)</p> <p>Advisors:</p> <p>Observers: Chuck Berry (CBe)</p> <p>Secretariat: Paddy Bradley (PB) / Sally Burnett (SB) / Parvis Khansari (PK)</p> <p>Others: Trudie Clarkson (TC) / Ian Durston (ID) / Vanessa Joseph (VJ) / Colette Mallon (CM) / Debby Skellern (DS) / Leanne Sykes (LS)</p> <p>Guests : Matt Barnes (MB), GWR / Bethan Broad (BB), Intern BEIS / Alex Crook (ACr), BEIS / Matt Croston (MC), Wiltshire Council / Tim Martienssen (TM), Wiltshire Council - representing Alistair Cunningham</p> |
| Apologies | Dr Carlton Brand (CB) / Alistair Cunningham (AC) / Oliver Donachie (OD) / Andy Evans (AE)/John Gilbert (JG) / Vic O'Brien (VO) / Simon Patten (SP) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) |
| Chairman | John Mortimer (JM) |
| Minutes | Deborah House (DKH) |
| Venue | Alamein Suite, Salisbury City Hall, Malthouse, Salisbury, SP2 7PU |
| Start time | 9.30am |
| Finish time | 12.35pm |

| Item | Summary of Issues Discussed and Decisions – Part I | Deadline |
|------------|---|----------|
| 1.0 | Welcome and Introductions, Conflicts of Interest | |
| | <p>The Chairman welcomed all those present to the meeting. In particular, welcomes were extended to Col Andrew Dawes, new Commander South West HQ based in Tidworth, and Bethan Broad, an intern with BEIS. Apologies were noted. DR advised the meeting of the departure of Andy Evans from Swindon Borough Council at the end of July, and the Board extended its thanks to Andy for his support to the Board during his time in post.</p> <p>Conflicts of Interest – PW declared his interest in the Salisbury Plain Heritage Centre and VisitWiltshire; both items were to be discussed later in the agenda.</p> | |
| 2.0 | Board Minutes, Action Log, Chairman update | |
| | <p>The minutes of the meeting held on 25 May 2017 were presented for consideration. It was,</p> <p>Resolved: To APPROVE and sign the minutes as a true and correct record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> Update on recruitment of new business Board members - PB advised the meeting that of the nine interviews held, four applicants had been offered membership and confirmation had | |

been received that their businesses were fully supportive of their involvement with the SWLEP Board. An induction programme was being put together, which would also include Col Dawes;

- **University of Bath (ISTI)** – a meeting including the Vice-Chancellor and Leaders was held on 6 June 2017. SB and AE had held a follow-up meeting with University of Bath colleagues and a Project Manager from their side had been appointed. A pitch document was being drafted with the location being the Carriage Works. SBC would continue to work with ForwardSwindon on this premise. This would operate under staged funding and would fit the open call under the European Regional Development fund scheduled for November 2017. SJ advised the meeting of a three-day exhibition at the Central Library 20-23 July 2017 which was detailing all of the town centre regeneration including the Carriage Works;
- **Great West Way** – in March 2017, the SWLEP Board granted VisitWiltshire £20,000 to develop its Business Plan. PWV advised the meeting they had been successful in securing £1m and thanked the Board for its support. A meeting of the LEs along the route of the Great West Way was being scheduled to garner further support.
- **A350 dualling** – the Full Business Case was approved at the Board Meeting in May 2017, and the Chairman was pleased to advise that construction was already underway.

The Board considered the Action Log of Board activities up to 16 July 2017 and the items were noted.

The Chairman updated the Board on his activities undertaken since the last meeting. The Chairman apologised that there were fewer meetings this period, but that he had been heavily involved in the agricultural Show season.

- 21 June – attended BEIS Stakeholder Reception at Imperial College, London which was also attended by Claire Perry MP, Greg Clark MP and Lord Prior. Letters of congratulations had been sent to all seven constituency MPs on their re-election to Parliament and also to Claire Perry MP on her appointment as Minister of State for Climate Change and Industry, to John Glen MP on his appointment as Parliamentary Under-Secretary of State at DCMS and to Robert Buckland MP on his re-appointment as Solicitor General;
- 22 June – attended South Wiltshire Business Awards, Salisbury;
- 28 June – attended Joint Strategic Economic Committee (JSEC) Chippenham;
- 7 July – chaired Commissioning Group, Chippenham;
- 11 July – chaired Growth Hub Governance Group, Chippenham;
- 12 July – attended Growth Hub Stakeholder breakfast event, Royal Wootton Bassett; and
- various meetings with SWLEP Executive Team.

| | | |
|------------|---|--|
| 3.0 | Submitted questions | |
| | <p>Questions were received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member. A copy of the questions and responses given is attached to these minutes.</p> <p>Mrs Spickernell commented that although there had been a consultation about the Wichelstowe Western access in 2002 in Swindon, there had not been a similar exercise in North Wiltshire. She stressed that an Environmental Impact Assessment process was extremely important. DR emphasised that there would be a full consultation with all the relevant consultees. Mrs Spickernell was thanked for her continued interest in the scheme.</p> | |
| 4.0 | Strategic Developments | |
| 4.1 | <p>Growth Hub update</p> <p>ID spoke to the paper. Development work on the Growth Hub portal was underway. Jo Minnaar had been seconded across from Higher Futures to manage the project. The focus was currently on localised content and the Data Protection Act constraints. These would increase with the implementation of the General Data Protection Regulation (GDPR) next year. Those businesses which attended the Stakeholder Breakfast on 12 July 2017 would be asked to test a Beta version from 14 August 2017. The portal would go live in parallel with the Annual Report launch event. The Growth Hub portal project had highlighted outstanding issues with the main SWLEP website and other SWLEP projects, such as Higher Futures.</p> <p>GG presented to the meeting on the general direction of the change to the look and feel of the SWLEP brand. (The presentation can be viewed via this link http://www.swlep.co.uk/board/document636362291924982000.pdf)</p> <p>The current SWLEP branding did not work well across the projects and did not portray a “family”. The logo also got “lost” on posters when displayed amongst other logos, particularly on hoardings for infrastructure projects. The branding also presented some technical issues, with the font not being easy to read on Google Search and not working well across all formats, especially digital. The colour palette also needed to be stronger and expanded. GG would contribute to the process and stated that he saw this as an evolutionary and not a revolutionary exercise.</p> <p>DR commented on the examples displayed that he would like to see capital letters for Swindon and Wiltshire and stressed the need for the changes to be accessible for the visually impaired.</p> <p>The Board resolved:</p> | |

| | | |
|-----|--|--|
| | <p>To APPROVE the general direction of the evolving branding and to bring the final version back to the Board Meeting in September for approval.</p> <p>PB advised the meeting of security and privacy issues with the SWLEP main website and would communicate back to the Board when these had been rectified.</p> <p>POST MEETING NOTE: All SWLEP website pages now have a security certificate.</p> | |
| 4.2 | <p>Approval for Investment & Export Manager</p> <p>PB spoke to the paper and advised the Board of the need for a strategic overview of inward investment to allow SWLEP to be more pro-active. A European open call regarding Strategic Investment Service is available and equates to a “doing fund” of £250k. The funding for the post would come from the existing GPIF revenue fund and the post-holder would manage the GPIF and open calls. There was debate on the salary level for the post, but it was decided that there would need to be flexibility as the market would dictate the outcome. Staff from both UAs would be involved in the recruitment process as would input from business Board Members in order to source the appropriate candidate.</p> <p>The Board resolved To SUPPORT the creation of the post, and To AUTHORISE the SWLEP Director to proceed to recruitment.</p> | |
| 4.3 | <p>GPIF Open Call update</p> <p>PB gave a verbal update to the meeting. The call was open until 4 August 2017 and there had been a range of interest shown. The emphasis was on projects of high quality. SWLEP was currently checking compliance with EU State Aid regulations with the UAs, but businesses would be advised to seek their own Legal advice to confirm their status. SWLEP had asked for projects which would be ready to go live by the end of the year and businesses that would be in a position to pay the monies back by March 2021. The Board would be kept informed.</p> | |
| 5.0 | <p>Local Growth Deal</p> | |
| 5.1 | <p>Chippenham Station Hub Outline Business Case</p> <p>MC and MB presented to the meeting. (The presentation can be found by following the link http://www.swlep.co.uk/board/document636362289338190000.pdf)</p> <p>At the January Board Meeting it had been proposed to allocate £2m from the overall £16m project to speed up and enhance the Gateline project by GWR. Improvements on the GWR London to Bristol line would involve :</p> <ul style="list-style-type: none"> • faster trains from Chippenham to London saving approximately 15 minutes on journey times; • more trains to run at peak times; and | |

| | | |
|-------------------|--|--|
| | <ul style="list-style-type: none"> • longer trains for increased capacity. <p>GWR was already underway with the project and was proceeding “at risk”. The Full Business Case would come back to the Board Meeting in November to approve the expenditure and this date was to be added to the milestones. The impacts on GVA, high-quality job creation and connectivity should be made clear on the Case. GG asked when the ticket machines were to be updated and MB advised that he would send these details by email. AB raised concerns that these improvements would lead to increased traffic on Cocklebury Road.</p> <p>The Board resolved : To APPROVE the ‘Chippenham Station Hub Phase I’ Outline Business Case, that retained scheme funding be released by DFT and that Phase I is progressed to a Full Business Case.</p> <p>Action : MB to email to Board an update on ticket machines.</p> | <p>Nov 2017</p> <p>August 17</p> |
| <p>5.2</p> | <p>Finance Report – LGD Budget</p> <p>ID spoke to the paper and advised the meeting of £5.2m underspend by end of this Financial Year. He was working with LS on how to manage this situation and some solutions considered included Wiltshire College spending earlier than profile or cash flowing Wiltshire Council’s projects on Junction 17 and A350.</p> <p>ID advised the meeting of a current clause in the Central Government’s Grant Agreement which meant that the scheme promotor would be responsible for the project funding should the monies be withheld. Such a clause caused problems for Wiltshire College as they did not have the funds to underwrite such a risk, unlike Wiltshire Council with its projects and would be problematic for all schemes that would be promoted by the private sector. SWLEP was in conversation with BEIS on this issue, but ACr advised that there was no intention in the short-term to change such Grant Agreements. However, he did stress that this was only a very small risk and was dependent on the Annual Conversation.</p> <p>The Board resolved: To approach the LEP Network for consideration as a group and To write to the Secretary of State to raise the concerns.</p> <p>Profiling of the projects for DfT had been agreed and the Department was on board with the outlined proposals.</p> <p>The programme board for the New Eastern Villages had met on 11 July 2017 and potential changes to the project were being discussed. ID would advise the Board of updates.</p> <p>Owing to PW’s conflict of interest, PB spoke of the Salisbury Plain</p> | <p>July 2017</p> |

| | | |
|------------|--|-------------------------|
| | <p>Heritage Centre's (SPHC's) unsuccessful bid for Heritage Lottery Fund monies. £1.35m had been earmarked by the Board for the project, dependent on the HLF bid being successful. In the event of the bid being unsuccessful, the Board had agreed that the SPHC promoters could come back to the Board with alternative funding arrangements. Asked by the Chairman to comment, PW advised the Board that the project had already raised £10m, but that the Project Team had been instructed to use another site. Although this site had better facilities, roads infrastructure and still overlooked the Plain, the building itself needed to be re-designed.</p> <p>The Board resolved: To request that the Project Team brings a paper back to the September Board setting out the current situation and progress towards submitting an alternative proposal to the November Board.</p> | <p>Sept 2017</p> |
| 6.0 | SWLEP Core Activity | |
| 6.1 | <p>Governance Framework</p> <p>PB spoke to the paper.</p> <p>The Board resolved: To APPROVE the inclusion of the definition of core policy in the SWLEP Constitution, paragraph 2e; To APPROVE the amended wording to the SWLEP Constitution, paragraph 14; To APPROVE the amended wording to the SWLEP Conflict of Interest Policy, paragraph 8; To APPROVE the amended wording to the SWLEP Conflict of Interest Policy, paragraph 22k; To APPROVE reinstating paragraph 22l in the SWLEP Conflict of Interest Policy; and To ADOPT the revised SWLEP Governance Framework.</p> | |
| 6.2 | <p>Annual Report</p> <p>PB spoke to the paper as AS was on holiday. AS had led the working group. It was intended that the Annual Report be available on the website by the end of July 2017. It looked back over the previous year and also would act as a good marketing tool for the SWLEP. PB advised that we would be revisiting the Board KPIs.</p> <p>PB advised that SWLEP was working towards an annual event around October 2017 which would launch both the Growth Hub portal and the Annual Report and celebrate activity in the area.</p> <p>DR highlighted that employment and skills were very different in Swindon and Wiltshire and that this differentiation should be made clear in the report.</p> <p>With the suggestions made,</p> | |

| | | |
|-----|---|------------|
| | <p>The Board resolved: To APPROVE the draft annual report; and To NOTE the preferred design option.</p> | |
| 6.3 | <p>Marketing and Communications update</p> <p>The paper from VJ was noted.</p> | |
| 7.0 | Other SWLEP Programmes | |
| 7.1 | <p>Update on European Structural and Investment Fund 2016-2020 The Chairman spoke to the paper and advised the Board that the conception and delivery of the European programmes against tighter deadlines was becoming increasingly difficult. There was a low application rate and the process was tortuous. Post-Brexit, the Government needed to learn from this. The next ESIF Committee meeting was scheduled for 13 September 2017.</p> <p>The Board resolved: To RECEIVE a verbal update on the proceedings at the ESIF Committee on 13 September 2017.</p> | 20/09/2017 |
| 7.2 | <p>Finance Report – other SWLEP Programme Budgets and General Account No issues were raised.</p> <p>The Board resolved: To NOTE the contents of the paper.</p> | |
| 7.3 | <p>Commissioning Group Project Highlight Reports ID spoke to the paper with particular emphasis on projects with a RAG rating of RED. A slippage chart had now been added to the Highlight Reports which clearly indicated the when projects had been completed, where slippage had occurred or where projects had been brought forward. Specific projects discussed were :</p> <ul style="list-style-type: none"> • Corsham Mansion House – Wiltshire Council Planning Committee had approved the plans, but owing to objections received from two statutory bodies, the case had been referred to the Secretary of State (SoS). TM advised the meeting that approval had just been received that morning from the SoS for the plans to move forward. • Swindon Bus Exchange – a further design option had been tabled which would lead to a delay in timescales. Owing to this, a further Change control Notification would be issued for consideration at the next Commissioning Group Meeting in September. • New Eastern Villages (NEV) – several risks had been flagged to the project and a Programme Board Meeting held on 11 July 2017. ID was working with the NEV Team and would advise of the outcome of the impact on the milestones. | |

| | | |
|------------|---|-----------------|
| | <ul style="list-style-type: none"> • A350 – construction had started. <p>Steer Davies Gleave had been appointed as the Independent Technical Advisor to undertake an audit review of the projects and a report would be available for the November Board meeting.</p> <p>The Board resolved: To note the contents of the paper.</p> | Nov 2017 |
| 8.0 | Any Other Business and date of next Board Meeting | |
| | <p>There was no other business and the meeting was closed at 12.35pm.</p> <p>The next Board Meeting was scheduled for Wednesday, 20 September 2017 commencing at 9.30am at Committee Room 6, Civic Offices, Euclid Street, Swindon, SN1 2JH</p> <p>Future Meetings :</p> <p>Wednesday, 29 November 2017 County Hall, Bythesea Road Trowbridge, BA14 8JN</p> <p>Wednesday, 24 January 2018 Committee Rooms, Monkton Park, Chippenham, SN15 1ER</p> <p>Wednesday, 21 March 2018 Location to be confirmed</p> <p>Thursday, 24 May 2018 Location to be confirmed</p> <p>Wednesday, 25 July 2018 Location to be confirmed</p> <p>Wednesday, 19 September 2018 Location to be confirmed</p> <p>Wednesday, 28 November 2018</p> | |
| | Meeting closed at 12.35pm | |

Summi
20 September 2017

**Questions for SWELP from Charmian Spickernell, CPRE
For 19 July 2017**

Wichelstowe Western Access

It is reported that the preferred route is via a straightened tunnel under the M4 with a contribution from SWELP of £22,900m

Our view is that a route connecting Wichelstowe to Swindon town centre is needed, given that Red Posts Drive will be bus only at peak time.

This is the route that was originally proposed. It would provide a much needed rail crossing and a connection to the station. Previous experience has shown the importance for the economy of not allowing peripheral development to go ahead in a way that leaves a dead centre.

While the Canal supporters may be in favour of a tunnel under the motorway, there are many who oppose it and ask instead for the route over the railway. We objected when Peter Brett Associates was asked to look only at routes across the motorway to the south. There are problems with this route including flooding, and longer local journeys through a motorway junction.

As regards connectivity to the employment area, there is already a road bridge over the motorway and TransWilts want to open a station at Blagrove.

It is noted that an EIA will be produced if required in December 2017.

CPRE asks that an EIA is required and that we should please be on the list of stakeholders.

Response from Swindon Borough Council

The Council will follow all the necessary regulations with regard to the EIA process. The first stage is the submission of an EIA screening and scoping request to the Local Planning Authority. It is up to the Local Planning Authority to determine what form of submission is required and who should be consulted. We will pass on your request to be on the list of stakeholders.

