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| <b>In attendance:</b> | <b>Board Directors:</b><br>Paddy Bradley (PB)<br>Amanda Burnside (AB) – left the meeting at 12.10pm<br>Mandy Clarke (MC)<br>Doug Gale (DG)<br>Andrew Gudgeon (AG)<br>Col Nev Holmes (NH)<br>Paul Moorby (PJM) - Chair<br>Alison North (AN)<br>Alex Reed (AR)<br>Mark Smith (MS) – left at 12.40pm<br>Philip Whitehead (PWh) | <b>Board Advisers:</b><br>Susie Kemp (SK) – left the meeting at 12.30pm<br><br><b>Observers:</b><br>Cllr Gary Sumner – representing David Renard |
| <b>Apologies:</b>     | Pauline Church (PCh)<br>Carole Kitching (CK)<br>Karen Leigh (KL), BEIS representative<br>David Renard (DR)<br>Leanne Sykes (LS)<br>Keeran Vetriko (KV)<br>Peter Wragg (PW) – Deputy Chair   |  |
| <b>Guest(s):</b>      | Sam Fox (SF) /<br>Alison Robinson, Wiltshire Council – representing Leanne Sykes<br>Claire Alexander (CA) / Dragana Houston (DH) and Debby Skellern (DS) of SWLEP<br>Philippa Venables (PV), Swindon Borough Council (SBC)<br>Andy Wallis - Environment Agency  |  |
| <b>Chair:</b>         | Paul Moorby (PJM)   |  |
| <b>Minutes:</b>       | Deborah House (DKH)   |  |
| <b>Location:</b>      | Via conference call   |  |

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| <b>1.0</b> | <b>Welcome / Apologies / Conflicts of Interest / Board Appointment</b>   |          |
|            | <p>The meeting opened at 9.32.am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting - Robin McGowan from Salisbury BID, Alison Robinson from Wiltshire Council representing Leanne Sykes, a large contingent from Wiltshire Council's teams working on the Salisbury projects and Andy Wallis from the Environment Agency.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of the standing items which were noted below:</p> <ul style="list-style-type: none"> <li>AB stated her Conflict of Interest with regard to LGF3 for projects at the Salisbury and Lackham campuses of Wiltshire College &amp; University Centre.</li> </ul> |          |



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|            | <ul style="list-style-type: none"> <li>PJM's Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (TGVCIC) with reference to Swindon Borough Council's Rapid Transit project.</li> </ul>   |          |
| <b>2.0</b> | <b>Review of minutes and matters arising</b>  |          |
| <b>2.1</b> | The minutes of the Board Meeting held on 22 July 2020 were reviewed and approved.   |          |
| <b>2.2</b> | <p><b>Matters Arising not on the agenda:</b></p> <p>Both Matters Arising were completed.</p>  |          |
| <b>3.0</b> | <b>Tribute to John Mortimer, Board Member and Chair 2015-2020</b>   |          |
|            | Following the sad news of John Mortimer's passing, SWLEP replayed the presentation given to John on the occasion of his stepping down from the SWLEP Board in tribute. The Chair read out a letter from Mark Bretton, Chair of the LEP Network, who thanked John for his involvement. The idea was to combine all the kind words and thoughts about John into a book which would be presented to Carole, John's wife. Flowers and a sympathy card had been sent to her on behalf of the SWLEP. No details were yet available about the funeral, but PB would inform Directors as soon as possible.  |          |
| <b>4.0</b> | <b>Submitted Questions</b>  |          |
|            | SWLEP had not received any submitted questions from the public for this meeting.  |          |
| <b>5.0</b> | <b>Chief Executive's report</b>   |          |
|            | <p><b>Update to the Board including:</b></p> <p><b>Post-Covid Recovery Planning</b><br/>Please refer to Slides 1-2 of the presentation which can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p>Congratulations were offered to both councils in the coordination of support to businesses in the area. SWLEP was involved in both recovery cells. Terence Herbert was unable to attend the Board Meeting today because he was chairing the Wiltshire Council group meeting this morning. There was a good level of engagement and information sharing on all sides. Both HR teams were dealing well with staff welfare in the ongoing crisis.</p> |          |



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|      | <p><b>Growth Hub General</b></p> <ul style="list-style-type: none"> <li>• Over £1million now available to Growth Hub via different programmes, a significant increase on the standard £205,000 annual grant.</li> <li>• Numbers employed had increased from three to 13, with the extra ten recruited in the last two/three months.</li> <li>• Some of these employees would be employed by SWLEP only until March 2021 as the support programmes were designed to address immediate post-Covid issues.</li> </ul> <p><b>SME Competitiveness Programme</b></p> <ul style="list-style-type: none"> <li>• had been designed pre-Covid and was worth £2.4 million over three years matched 50/50 with the European Union.</li> <li>• The programme covered pre-start up through to Scale-up.</li> <li>• Direct delivery via YKTO dealing with pre-start-ups, SetSquared dealing with Scale-ups and growth and Swindon Borough Council and Wiltshire Council providing enabling support.</li> </ul> <p><b>HONDA grant funding</b></p> <ul style="list-style-type: none"> <li>• Growing Places Infrastructure Fund (GPIF) and Swindon Borough Council to help the workforce to set up their own businesses on redundancy.</li> <li>• This would be reported to Board in due course.</li> </ul> <p><b>This way Up programme</b></p> <ul style="list-style-type: none"> <li>• Would provide webinars and specialist technical advice.</li> <li>• Higher Futures team to blend into Growth Hub team with a full-time skills advisor</li> </ul> <p><b>Peer Networks</b></p> <ul style="list-style-type: none"> <li>• Would work within certain sectors, such as Food &amp; Drink, to share information and work practices amongst peers and provide mentors of good reputation within the sector.</li> </ul> <p>Grants opened this week for the visitor and wider economy. Applications had risen from 28 when the report was written and had reached 62 on Monday, 21 September. This was not a first-come first-served decision, but all applications would be reviewed after the closing date and allocated on merit. SWLEP may need to broaden the scope after the initial submission.</p> <p><b>Implementing LIS Projects</b></p> <p>The Local Industrial Strategy was well-structured and well-received. SWLEP was progressing on three fronts.</p> <ul style="list-style-type: none"> <li>• Capital funding was arriving through the <b>Getting Building Fund (GBF)</b>. SWLEP was awaiting the rules and regulations for the fund</li> </ul> |          |



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|      | <p>but had been advised that the grant offer letters were expected shortly.</p> <ul style="list-style-type: none"> <li>• BEIS was paying 50% up front into the Accountable Body's account and other 50% would be released on evidence of performance against plan with MHCLG.</li> <li>• The projects had to be delivered by March 2022 and SWLEP was having to report on metrics and outcomes yet to be agreed.</li> <li>• The Government's Branding Guidelines would have to be implemented on all materials.</li> <li>• GBF would also be taken as part of the annual review with BEIS.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Business Cyber Centre (BCC)</b> continued at pace. Interested businesses and organisations including a leading cyber training company, MOD Corsham, company in India with offices already in the UK, and recruitment firms, had made contact. A good meeting was held with the University of Bath to discuss its strategic involvement with SWLEP and interest in BCC.</li> </ul> <ul style="list-style-type: none"> <li>• Four Strategic Outline Business Cases (SOBCs) for <b>New Energy Vehicles</b> <ul style="list-style-type: none"> <li>• Focus was towards hydrogen.</li> <li>• The SOBCs had been prepared for some time, but there had not been the capacity for discussion on the agenda.</li> <li>• Board approval would now be sought at the Extraordinary Board Meeting scheduled for 15 October for the development of the Outline Business Case.</li> </ul> </li> <li>• Work continued on the <b>Innovation Campus for the Circular Economy (ICCE)</b> with the University of Bath, National Collections Centre (Science Museum) and Recycling Technologies about how to develop further.</li> <li>• Some funding had been released to Stantec following a procurement exercise to prepare an Outline Business Case on this project, which would be coming to the Board on 15 October.</li> </ul> <p><b>Board recruitment</b></p> <ul style="list-style-type: none"> <li>• There were currently 15 Board Directors.</li> <li>• PB thanked Directors for their response to the revised Governance Framework on which committees and subgroups they may wish to sit.</li> <li>• SWLEP was aiming for 50/50 gender split by 2022.</li> <li>• Peter Wragg, Deputy Chair, was finishing his tenure on the Board in March 2021 and SWLEP was in succession planning.</li> <li>• There was a need to expand on specific skills and strengths and PB had been having discussions with members of the legal profession</li> </ul> |          |



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|      | <p>and the voluntary sector. Potentially candidates within finance, the health sector and Higher Education were also being investigated.</p> <p>The Chair advised that the search had started for at least one Deputy Chair. There were two candidates at present. Ideally SWLEP would like the Deputy Chair to be in place for the November Board Meeting, but realistically at least before Christmas.</p> <p><b>SWLEP staffing structure</b></p> <p>PB detailed the staffing structure and roles within SWLEP. (The chart can be viewed as Slide 3 of the presentation which can be accessed via the link below.) The chart had already been issued to Directors.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p><b>Update on Governance Structure and membership of SWLEP Ltd</b></p> <p>Now that the Governance Framework had been agreed and approved, SWLEP was moving to populate the different Subgroups outlined within the framework. SWLEP was also undertaking a campaign to find businesses which would become members of SWLEP Ltd. These members would then be invited to attend the AGM when arranged.</p> <p>DS spoke to the meeting and explained the need for more Directors to sit on the Board in order to populate the committees and Subgroups so that existing Directors would not be overburdened. SWLEP was also looking to merge many of the existing groups into one. For example, the Growth Hub Governance Group and the Rural Economy Steering Group (RESG) would be moved into the Business Environment Subgroup. DS was in the process of mapping Directors to their areas of interests and would draft a paper to show the reporting lines of these group to the Board. Indicative meeting dates for these Committees and Subgroups had already been scoped.</p> <p>The requirement from the National Assurance Framework from BEIS was that SWLEP Ltd needed to hold an AGM. Thanks were expressed to Swindon Borough Council and Wiltshire Council for sending out the SWLEP call for members to their largest companies. 120 companies had been approached in this way. In this way, the companies would be able to see at first-hand the role of SWLEP. Eight responses had been received with three submitting Expressions of Interest to date. A follow up exercise would take place to extend the reach to different companies. Directors were requested to extend to individual contacts in their networks.</p> <p><b>SWLEP Budget</b></p> <p>PB advised the meeting that there was no financial report contained in the meeting packs as SWLEP was querying the management accounts with Wiltshire Council. A full budget statement would be provided at the</p> |          |



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|            | <p>October Board Meeting. £925,000 had been transferred to the revenue account with further funding expected and there had been £507,000 carry forward.</p> <p>PB assured the Board that SWLEP was in a healthy operating position.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of this report.</b></p>   |                  |
| <b>6.0</b> | <b>Labour Market Intelligence</b>  |                  |
|            | <p>PJM advised of the change of Minister from Simon Clarke on 8 September to Luke Hall and that the LEP Network had already engaged with the new Minister.</p> <p>The Chair mentioned the recent Social Mobility Commission Report which highlighted “disadvantaged sons” as a main cause for concern.</p> <p><b>Action: DKH to circulate the report to Board Directors</b></p> <p>To help combat this issue, PB explained the Kickstart scheme being operated via DWP which was aiming to help 18-24-year olds currently in receipt of Universal Credit. For organisations which could offer a young person a six-month work placement in their business, the Government would pay the national minimum wage and on-costs plus an additional £1,500 to the employer to mitigate administration costs. Within large businesses forming blocks of 30 young people as a cohort would be easier. These organisations would then liaise directly with DWP.</p> <p>For businesses which could not provide the minimum number of 30 placements, an intermediary could act on their behalf. The intermediary would then receive £300 per candidate. PB advised that SWLEP had now been registered as an intermediary and would work with individual businesses to combine the placements into cohorts of 30. SWLEP had already receiving Expressions of Interest from approximately 20 companies towards the first cohort. There were 4,000-4,500 young people in Swindon and Wiltshire in receipt of Universal Credit. It was crucial that employability checks were taken, and this scheme should not be interpreted as cheap labour.</p> <p>DH presented the latest LMI report to the Board and the presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-6---sep2020-lmi---board-v0-4.pdf?sfvrsn=5373946b_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-6---sep2020-lmi---board-v0-4.pdf?sfvrsn=5373946b_4</a></p> <p>A note of caution was given in that the offer of apprenticeship placements was mostly in Levy paying employers. SME Apprenticeships were still considerably down, particularly in engineering in Wiltshire. A question about apprenticeships was raised as to whether this would have any impact</p> | <b>Sept 2020</b> |



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|      | <p>on the LIS Implementation Plan so that we could mitigate before they materialised.</p> <p>It was anticipated that this situation would get worse with SMEs, with a declining number of jobs and increasing numbers of redundancies. And this would not just be apprentices and young people, but across the board. The item should be maintained as a standing item as we could use this data to support people in our area and offer a road map of support. Although companies were announcing redundancies across the country, it was unclear what that would specifically mean to Swindon and Wiltshire. An early warning direct to affected companies could allow us to put the support mechanisms in place and liaise with DWP if wanted. The data reviewed reflected the current hiring intentions of businesses. It was useful to track how job requirements changed, reflecting the growing jobs of the future. The SWLEP would be able to use this information with partners to plan provision for training for those jobs of the future.</p> <p>The drafting of the SWLEP’s Skills Plan was intelligence-led. A variation of this product was available via the Careers Hub to parents, students, and teachers to help discussions about future career options. Young people were always the ones hit hardest in an economic downturn. Some sectors might shrink rapidly, so we needed to direct people into the thriving sectors such as Life Sciences, sustainable energy, and cyber security. There would be a different approach to hospitality and the tourism sector which would be hardest hit. It was essential to work collaboratively to speed up economic renewal.</p> |          |
|      | <p>Additional item to the agenda.</p> <p>PJM referred to the recent Prime Minister’s announcement.</p> <p>The following comments were received from Directors and could be fed back to BEIS via comments in the Business Intelligence Reports and the weekly call.</p> <ul style="list-style-type: none"> <li>• Wiltshire College &amp; University Centre was working well with Wiltshire Council, although it was challenging to maintain the student population. Retention of students would worsen when the weather started to deteriorate. Ten testing kits had been issued to the College for a population of 12,000 students. There was a danger that some of these students would drop into NEET (Not in Employment, Education or Training).</li> <li>• It was not required by law for the schools affected to notify the Local Authority of infections, although this impacted throughout the whole area. The Government was still trying to manage the situation centrally, rather than locally when those on the ground knew their area best.</li> <li>• Rumours about Army involvement were also dispelled. Although it was announced that there were 20,000 personnel across the country</li> </ul>  |          |



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|             | <p>at the behest of the civil authorities who could be called in to assist via the Civil Contingencies Act, Police had sufficient capability and capacity at present and it was hoped there would not be any breakdown in law and order.</p> <ul style="list-style-type: none"> <li>• In theory Wiltshire Council could employ Covid marshals but had no intention of doing so as there was no resistance from businesses to the restrictions. They wanted to do the best they could as much as possible in the circumstances.</li> <li>• The question was raised whether there would be any further Government assistance as Spring was a long way off and Christmas trading was a critical time for businesses.</li> <li>• The Chair advised the meeting that the SWLEP Team was working closely with the Subnational Transport Bodies, The Western Gateway and England’s Economic Heartland (EEH). The economic powerhouse, also named The Western Gateway, was starting to develop its policies and procedures. A Leaders’ meeting was taking place on 24 September. SWLEP was asked to be the digital lead.</li> </ul>   |          |
| <b>11am</b> | <b>Comfort break</b>  |          |
| <b>7.0</b>  | <b>SWLEP Dashboard – an information management tool</b>   |          |
|             | <p>SWLEP was working on producing an information management tool which would present the facts in an easily digestible format with strong visual techniques using a four-point RAG rating. This would be uploaded to the website allowing public access. Covid had not changed the content of the Local Industrial Strategy, although the timings may be affected.</p> <p>DH presented to the meeting. The presentation can be accessed by using the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-7-swlep-dashboard-outline-v1-0.pdf?sfvrsn=917d2e5a_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-7-swlep-dashboard-outline-v1-0.pdf?sfvrsn=917d2e5a_4</a></p> <p>Although this was deemed a great step forward, Directors wished to strengthen the Performance section to show clearly how SWLEP was performing and asked for the business performance metrics. This dashboard would give Directors a new level of transparency and provide better monitoring, although it was requested to display graphs rather than pie charts as these would show trends. As the dashboard evolved, further amendments could be actioned.</p> <p>The dashboard was produced in line with BEIS measurements which were assessed each year at our performance review. Individual LEPs cannot publish their individual assessments as this is done anonymously to the Public Accounts Committee. SWLEP could however discuss this in a private session of the Board. The assessment looked at:</p> <ul style="list-style-type: none"> <li>• Governance and transparency</li> <li>• Delivery</li> </ul> |          |



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|      | <ul style="list-style-type: none"> <li>• Strategy</li> </ul> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board APPROVED the SWLEP Dashboard using:</b></p> <ul style="list-style-type: none"> <li>• metrics outlined in section 4.9; and</li> <li>• the mock-up shared in the Appendix A.</li> </ul>   |          |
| 8.0  | <b>Local Growth Deal</b>  |          |
| 8.1  | <p>The deadline of March 2021 was fast approaching and that was the reason why additional Board meetings were being scheduled.</p> <p><b>BEIS LGF Finance Review</b></p> <p>PB spoke to the paper and the presentation can be accessed via the following link with reference to Slides 4-9.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p>The Local Growth Deal included £169million from central government of which the Board had direct control of £101m. The remainder is linked to transport schemes, with the funding retained and managed by the DfT. The profiles had been back ended and the last two years showed significant amount of spend. Apart from the projects at Wiltshire College &amp; University Centre, the projects were delivered by Swindon Borough Council or Wiltshire Council.</p> <ul style="list-style-type: none"> <li>• 20/21 was the final year of LGF expenditure.</li> <li>• Profile spend for 20/21 was £41.8m which included £3m carried forward from 19/20.</li> <li>• Q1 figures from Accountable Body confirmed £6.858m spend.</li> <li>• Remaining spend for period £35.022m.</li> <li>• Above figures excluded DfT which were reported separately.</li> </ul> <p>Submission to BEIS on 17 June showed that too much of the funding was still uncontracted. For this reason, a third payment of the funds had been held back for further scrutiny. Over the subsequent two months, the SWLEP team, Wiltshire Council and Swindon Borough Council had been working exceptionally hard and the figures showed significant improvement. SWLEP had received verbal confirmation that the third tranche of the grant would be released in October and was now awaiting written confirmation. The outputs for some of the projects would happen a number of years after the projects had finished, for example, roads into housing, and this would be discussed at the BEIS Review. SWLEP was working with Councils and Wiltshire College for a method of tracking these outputs.</p> <p>There would be no spending permissible post-March 2021, so projects would need to be reprofiled or funds would be taken from the projects.</p> |          |



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| 8.2  | <p>The focus was on those projects which were at risk for uncontracted amounts.</p> <p><b>Salisbury River Park (previously The Maltings)</b> Outline Business Case was being discussed on the agenda. <b>A350 Yarnbrook / West Ashton</b> was a very important corridor in the area, a strategically important site critical to Wiltshire’s growth. Work had been ongoing for a while and progress had been reported to Directors. The issue had been the negotiations between Wiltshire Council and the developer. This has taken longer than necessary, and the meeting was advised that there had been no successful conclusion to these negotiations. Planning consent had already been given, but the issue was around affordable homes on the development and the developer’s perception of the financial viability of the scheme. There was now not enough time to carry out all the technical reviews required. £4.7million of the allocated funds were to be returned so they could be used elsewhere. We needed to check that if the money was transferred into GPIF whether the spend date of March 2021 still applied.</p> <p><b>Action: PB to check with BEIS and discuss at Extraordinary Board Meeting.</b></p> <p>SWLEP did have a pipeline of suggestions, but time was running out. SWLEP would be able to transfer into the Growing Places Infrastructure Fund for example. An updated position would be available at the 15 October meeting.</p> <p>The question was raised as to what would now happen to the project without LGF funds. Wiltshire Council responded that it would still expect the investment to go ahead. The Team would be sitting down to discuss how to unlock in another way and would provide an update to the Board.</p> <p>Directors stressed that lessons should be learned from the situation and to analyse what went wrong so that it did not happen again. Questions had been raised about this project over the last 18 months. A private briefing on the lessons learned would be appreciated.</p> <p><b>Action: SF offered to provide a private session with Directors to explain the technicalities of the planning process.</b></p> <p><b>LGF Business Cases for approval:</b></p> <p><b>Salisbury River Park (The Maltings) Outline Business Case (OBC)</b></p> <p>PB gave the meeting an explanation of the difference between an OBC and BC in this project. The SWLEP was a minority financial contributor to the project. The Environment Agency (EA) was the main investor and had already approved its contribution. The EA was represented at this meeting.</p> | <p><b>Oct 2020</b></p> <p><b>Nov 2020</b></p> |



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| 8.3  | <p>Slides 10-12 of the presentation refers. (The presentation can be accessed via the following link.)</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p>Some Directors felt that the project was light on retail regeneration and car parking. The Central Carpark was the biggest one in the city and now it would be considerably reduced. The project was drawn in the context of the Masterplan for the area and Wiltshire Council had taken a comprehensive approach for the whole of the centre. The Future High Streets Fund would respond to the retail offer. There was already a Park and Ride network for Salisbury which was underutilised. The large volumes of car parking space in the city centre could account for this, so there was a need to do an updated parking study. There was debate amongst the Directors about the plan as proposed regeneration appeared to be based on a pre-Covid retail environment.</p> <p>In response, Wiltshire Council countered by stating that this was not just about retail but would also revitalise the residential and leisure offer. They needed to convince people that residential was the way forward and that this would provide a balanced offer for the centre of the city.</p> <p>Andy Wallis from EA was very grateful for the opportunity to attend the meeting and to listen to the debate.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED the Outline Business Case for Salisbury River Park in order that the project can proceed, with the following conditions, and supporting detail fully stated within the LGF Grant Agreement:</b></p> <ul style="list-style-type: none"> <li>• <b>risk liability is fully defined and that should the scheme not progress or complete for any reason the LGF match element of £5.2m will be subject to clawback by SWLEP (exact legal mechanics to be agreed); and</b></li> <li>• <b>a detailed Monitoring and Evaluation Plan and Benefits Realisation Plan to be compiled and provided to SWLEP no later than November 2020, for further review by the Independent Technical Assessor.</b></li> </ul> <p><b>People Friendly Salisbury Full Business Case</b><br/>PB spoke to the paper. (Please refer to Slides 13-16 in the presentation which can be accessed by following the link below.)</p> | Oct 2020 |



| Item | Narrative  | Deadline |
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| 8.4  | <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p>The project gave enhanced provision for pedestrians and cyclists in the City Centre as studies had found that many motorists were using the city centre as a rat run. The Council was invoking an Experimental Traffic Regulation Order (ETRO) for the project due to start in mid-October which was being used as a pilot scheme for the area and could be adapted if necessary. The Outline Business Case was approved at the July Board Meeting and, as a transport scheme, the Full Business Case was now being submitted for Board approval.</p> <p>PB praised the speed of the Wiltshire Council team to get this information to the Independent Technical Advisor (ITA) in time for Board submission. Highways England had been fully engaged with this process and Wiltshire Council was seeking further funding from Highways England. The Council would underwrite the risk associated with this project.</p> <p>One of the conditions of the request for funding was that a monitoring evaluation plan be made available which would be reviewed at the Board Meeting in November 2020. The project was aligned to the LIS by falling under Good Growth for Salisbury. Further detail would be made available at the November Board.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Board:<br/>APPROVED the Full Business Case for People Friendly Salisbury in order that the project can proceed and complete within the current LGF financial year, with the following conditions, and supporting detail fully stated within the LGF Grant Agreement:</b></p> <ul style="list-style-type: none"> <li>• full tender prices and final scope of project to be provided to SWLEP no later than November 2020; and</li> <li>• a detailed Monitoring and Evaluation Plan and Benefits Realisation Plan to be compiled and provided to SWLEP no later than November 2020, for further review by the ITA.</li> </ul> <p><b>8.4 Commissioning Group Project Highlight reports</b></p> <p>PB spoke to the paper and summarised the RAG rating status of the projects as follows:</p> <ul style="list-style-type: none"> <li>• there were 28 live projects;</li> <li>• 13 were at GREEN;</li> <li>• nine were at AMBER GREEN;</li> <li>• five were at AMBER RED; and</li> <li>• one was at RED.</li> </ul> <p>Slides 16-17 of the presentation refers. (The presentation can be accessed via the following link.)</p> |          |



| Item        | Narrative   | Deadline |
|-------------|---|----------|
|             | <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</a></p> <p>SF gave an update regarding Chippenham Station Hub. GWR had applied for, and was successful in, a bid for £1.6million to top up the station square scheme.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership:<br/>NOTED the contents of the paper.</b></p> |          |
| <b>9.0</b>  | <b>GPIF Loan Fund Report</b>  |          |
|             | <p>PC spoke to the paper. There was an Open Call on the website regarding the Growing Places Infrastructure Fund (GPIF) with loans ranging from £150,000 to £1.5million. £7million was already loaned out to ten companies in the Swindon and Wiltshire area. PC detailed the companies in receipt of a GPIF loan. This information can be found contained in Paper 9.0.</p>  |          |
| <b>10.0</b> | <b>AOB</b>  |          |
|             | <p>PJM stressed the need for the Accountable Body to complete discussion on the 2019-20 accounts so they could be reported to the Board.</p>  |          |
|             | <b>Date of next meeting</b>   |          |
|             | <p><b>Extraordinary Board Meeting</b><br/>Thursday, 15 October 2020 via video conference starting at 11am.</p> <p><b>Future Meetings</b></p> <p><b>Wednesday, 25 November 2020</b><br/>Given the present circumstances, the meeting would again be held via video/teleconference.</p> <p>Directors to meet at 9am for a 9.30am start to the public meeting.</p>   |          |
|             | <p><b>Proposed meetings for 2021:</b><br/>Thursday, 28 January<br/>Thursday, 25 March<br/>26/27 May<br/>21/22 July<br/>29/30 September<br/>24/25 November</p> <p>Meetings will be held via video/teleconference until further notice.</p>   |          |
|             | <b>Close of the meeting at 12.48pm</b>  |          |

27 November 2020

