



# swindonwiltshire

Local Enterprise Partnership

**Wiltshire Council**  
Where everybody matters



**SWINDON**  
BOROUGH COUNCIL

## AGENDA

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**Meeting:** Joint Strategic Economic Committee (SWLEP)  
**Place:** Committee Room A - Council Offices, Monkton Park,  
Chippenham SN15 1ER  
**Date:** Wednesday 21 February 2018  
**Time:** 9.30 am

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Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Trowbridge, BA14 8JN direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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### Membership:

Cllr David Renard	Leader of Swindon Borough Council
Cllr Baroness Scott of Bybrook OBE	Leader of Council
Cllr Russell Holland	Swindon Cabinet Member for Finance
Cllr John Thomson	Deputy Leader, and Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Oliver Donachie	Swindon Cabinet Member for Economy and Skills
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Property

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### Non-Voting Membership:

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**Substitutes:**

Cllr Richard Clewer	Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism
Cllr Toby Elliott	Cabinet Member for Strategic Planning and Sustainability
Cllr Brian Ford	Swindon Cabinet Member for Adult Social Care
Cllr Garry Perkins	Cabinet Member for Regeneration
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste

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## **AGENDA**

### **Part I**

*Items to be considered while the meeting is open to the public.*

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes** (Pages 5 - 48)

To approve the minutes of the meeting held on 28 June 2017.

To receive the minutes the SWLEP Board held on 20 September and 29 September 2017 and 24 January 2018.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the relevant Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm 14 February 2018 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 16 February 2018. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6      **Swindon and Wiltshire Local Enterprise Partnership (SWLEP)  
Commissioning Group Highlight Reports** *(Pages 49 - 62)*

To receive highlight reports on SWLEP projects.

7      **Joint Planning Update**

An update will be provided on joint planning work between Wiltshire Council, Swindon Borough Council and the SWLEP.

8      **Date of the Next Meeting**

To confirm the dates of the next meetings as 19 April, 27 June, 11 October and 13 December 2018.

**Part II**

*Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.*



## **JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)**

**MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE (SWLEP)  
MEETING HELD ON 28 JUNE 2017 AT COMMITTEE ROOM A - COUNCIL  
OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

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### **Present:**

Cllr David Renard (Chairman), Cllr Baroness Scott of Bybrook OBE (Vice Chairman), Cllr John Thomson, Cllr Oliver Donachie, John Mortimer, Cllr Toby Sturgis (Substitute - Part II) and Cllr Garry Perkins

### **Also Present:**

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## **25 Apologies**

It was detailed that the as a result of portfolio changes, Councillor Chuck Berry was now a member for Wiltshire, and Councillor Oliver Donachie was now a member for Swindon. Committee substitutes for Swindon Councillors would be Councillor Garry Perkins, Councillor Toby Elliott and Councillor Brian Ford, Committee substituted for Wiltshire Council would be Councillor Richard Clewer, Councillor Bridget Wayman and Councillor Toby Sturgis.

Apologies were received from Mr Adam Schallamach, Vice-Chairman of the SWLEP, Councillor Chuck Berry and Councillor Russell Holland.

Councillor Holland was substituted by Councillor Perkins, and Councillor Berry was substituted by Councillor Toby Sturgis.

## **26 Minutes**

### **Resolved:**

**To receive the minutes of the SWLEP Board meeting held on 22 march 2017.**

**And that subject to the correction to Minute 15 to change 'Paddy Ashley' to 'Paddy Bradley' to approve and sign as a correct record the minutes of the meeting held on 13 April 2017.**

## **27 Declarations of Interest**

There were no declarations.

28 **Chairman's Announcements**

There were no announcements.

29 **Public Participation**

Mr Llewellyn, a member of the public in attendance, sought details of why the Minute 37 was to be considered in private, with the reason detailed under Minute 36.

30 **Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Commissioning Group Highlight Reports**

The highlight reports as reviewed by the SWLEP Commissioning Group regarding Local Growth Fund and other projects were received.

During discussion it was noted the full business case for the A350 project had been signed off and construction work had commenced, and that the Corsham Mansion House project had been called in by the Secretary of State following approval by local planning committees. It was also stated the Junction 17 project would be underway in a few weeks from the meeting.

Details were also provided on the Careers and Enterprise Company, which was working with over 40 schools and engaging over 40 advisers with mentoring underway, and that a call for further loan applications for businesses under the Growing Places Infrastructure Fund had been launched.

The Committee also discussed progress with the Higher Futures project, which was looking to widen its scope, with further more detailed discussion under the next agenda item.

**Resolved:**

**To note the updates to SWLEP projects.**

31 **Higher Futures Proposal**

The Committee received a copy of a report to the SWLEP on the Higher Futures project, introduced by John Mortimer, Chairman of the SWLEP, and Paddy Bradley, Director of the SWLEP. The project had been set up with a government grant to address the higher level skills gap across Swindon and Wiltshire, to provide impartial advice and brokerage to employers, together with organisation development support and sector knowledge of skills requirements. The SWLEP paper followed a review of proposed outputs of the project and its operating model, proposing an extension of the service to broader and lower level skills as well.

The Committee were informed that the scheme had not been operating as originally envisaged, and that it had been out of sync with development of a growth hub and

higher education strategy, with the proposals intended to integrate the new approach. The Board's suggestion would then be sent to central government to amend the original agreement. Since the original agreement the department of Education rather than Department for Business, Industry and Skills was responsible for the scheme.

The Committee was also told that there would still be a focus on the higher end of skills, for example with key performance indicators seeking to double the number of learners embarking on higher or degree apprenticeships by 2019/20.

The Committee discussed the SWLEP paper and proposal, with concerns raised that half the grant funding had already been spent setting up the scheme, and already the scheme was being refocused, with a need for clearer demonstration of effectiveness. There were also concerns that the new focus on broader and lower skills training was a significant departure from the scheme's intended purpose.

In response to queries about the education providers steering those being engaged with to particular courses it was stated that the SWLEP was confident this was not the case. In response to reference to the Ministry of Defence and higher skills training for military leavers not being followed up, it was stated the Ministry had their own schemes in place, and that the government had been challenged over this, though some of the committee felt more could have been achieved rather than changing direction so significantly.

At the conclusion of discussion, it was,

**Resolved:**

**To note the SWLEP Board decision as follows:**

- 1) That Higher Futures provides employers with access to a range of impartial skills advice, support and brokerage, the priority being higher level skills following the model set out at section 4 below.**
- 2) That Higher Futures is to become part of the Growth Hub so that it is integrated into the wider framework of support for business.**
- 3) That the Board seeks approval from Government for a new delivery model and revised outputs, namely 2000 learners embarking on level 4+ programmes through Higher Futures by 2020, including doubling the number of learners embarking on higher or degree apprenticeships across the LEP area between 2015/16 and 2019/20 academic years.**

**But to request that the SWLEP Board continue to challenge the government to deliver the programme as originally envisaged in relation to military leavers.**

The Committee received an update on the European Structural Investment Funds, as detailed in the report papers. It was also confirmed that Wiltshire Councillor Fleur de Rhé-Philippe would continue to act as Chair of the ESIF Group and could report to the Committee as required.

**Resolved:**

**To note the update.**

**33 Strategic Housing Market Assessment and Functional Economic Market Area Assessment (SHMA/FEMAA)**

On 14 February 2017 the Committee received an outline of the methodology and headline findings of the final draft Strategic Housing Market Assessment (SHMA) and Functional Economic Market Area Assessment (FEMAA). A report was presented to the meeting, updating the Committee on the joint work taking place between Wiltshire Council and Swindon Borough Council to progress the SHMA and FEMAA , and identifying four housing market areas and three 'best fit' functional economic market areas as detailed in the papers.

The Committee discussed the report, noting the Ministerial Statement and government guidance on the status of SHMA evidence, noting that the Core Strategy and Local Plan requirements would remain the applicable housing requirement for each authority. Attention was also drawn to the Housing White Paper published in February 2017, as detailed in the report.

**Resolved:**

**To consider the final draft SHMA and FEMAA, and to recommend to the respective councils that they consider and agree to jointly publish the documents, subject to any part II discussions.**

**34 Date of the Next Meeting**

The date of the next meeting was confirmed as 18 October 2017, and would take place in Swindon.

**35 Urgent Items**

There were no urgent items.

**36 Exclusion of Press and Public**

**Resolved:**

**That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would**



**disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

*Reason for taking the item in private:*

*Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)*

**37 Strategic Housing Market Assessment and Functional Economic Market Area Assessment (SHMA/FEMAA)**

The Committee received and considered a confidential report and the draft final Strategic Housing Market Assessment (SHMA) and Functional Economic Market Area Assessment (FEMAA), commenting upon its findings and the process for its progression.

At the conclusion of discussion, it was,

**Resolved:**

**That the final SHMA and FEMAA would be published in the autumn 2017 subject to consideration by both authorities' Cabinets including approval of a release date.**

(Duration of meeting: 9.30 - 11.25 am)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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<b>Attendees</b>	<p><b>Board:</b> Amanda Burnside (AB) / Doug Gale (DG) / Shahina Johnson (SJ) / John Mortimer (JM) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Mark Smith (MS) / Jonathan Webber (JW) / Peter Wragg (PW)</p> <p><b>Advisors:</b> Alistair Cunningham (AC) / John Gilbert (JG)</p> <p><b>Observers:</b> Chuck Berry (CBe) / Oliver Donachie (OD)</p> <p><b>Secretariat:</b> Paddy Bradley (PB) / Tim Martienssen (TM) / Philippa Venables (PV)</p> <p><b>Others:</b> Ian Durston (ID) / Colette Mallon (CM) / Debby Skellern (DS) / Mandy Timbrell (MT)</p> <p><b>Guests :</b> James Blundell and Ian Thompson, Cushman &amp; Wakefield / Alex Crook (ACr), BEIS / Adrian Ford (AF) and Jeff Owen (JO) for Wiltshire College Projects / Nick Eeles (NE), Chair of Salisbury Plain Heritage Centre / Stephen Hitchcock and Lt Col Guy Benson – representing Col Andrew Dawes</p>
<b>Apologies</b>	Sally Burnett (SB) / Col Andrew Dawes (AD) / George Gill (GG) / Parvis Khansari (PK) / Vic O'Brien (VO) / Simon Patten (SP) / Alex Reed (AR) / David Renard (DR) / Leanne Sykes (LS) / Jonathan Webber (JW)
<b>Chair</b>	John Mortimer (JM)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, Swindon
<b>Start time</b>	9.30am
<b>Finish time</b>	12.40pm

<b>Item</b>	<b>Summary of Issues Discussed and Decisions – Part I</b>	<b>Deadline</b>
<b>1.0</b>	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>The Chairman welcomed all those present to the meeting. In particular, welcomes were extended to the new Board Members Doug Gale, Jonathan Webber and Mark Smith and introductions were made. The Chairman congratulated Alistair Cunningham on his recent promotion to Corporate Director of Wiltshire Council and Tim Martienssen and Philippa Venables on their new roles within their respective Councils. The Chairman advised the meeting of the resignation of Simon Patten from the Board and thanked him for his contribution to SWLEP during his tenure, in particular with respect to his role as Chair of the Higher Futures Subgroup.</p> <p>Apologies were noted.</p> <p><b>Conflicts of Interest</b> – AB declared her interest in Item 5.1, Wiltshire College LGF3 presentation, and PW declared his interest in Item 5.3, the Salisbury Plain Heritage Centre. Both items were to be discussed later in the agenda.</p>	
<b>2.0</b>	<b>Board Minutes, Action Log, Chairman update</b>	

The minutes of the meeting held on 19 July 2017 were presented for consideration. It was,

**Resolved:**

**To APPROVE and sign the minutes as a true and correct record.**

**Matters Arising**

- **Website security** – PB advised that all pages were now secure.
- **Investment & Export Manager** – PB advised that a Job Description was prepared for this role. The SWLEP was working with both Councils for a co-ordinated approach for a bid for European funding. The post will be advertised early in November 2017 when an outcome of the bid would be known, but recruitment to the post was not dependent on the EU funding bid.
- **Grant Agreements** – letter to Sajid Javid regarding the Wiltshire College profiling elicited a response from DCLG stating that the SWLEP Board had flexibility about how it allocated its local growth deal funding and the Government's expectation was that the matter would be managed locally. The Board discussed the risk of the Government holding back funding due to poor SWLEP performance as evaluated at the Annual Conversation and determined that the risk was slight.

**Action: the Board agreed that the redrafted Grant Agreement would not contain any requirement of Wiltshire College to underwrite the funding as the risk of non-continuation was considered to be slight (ID working with Legal Departments of both UAs).**

**Sept 2017**

The Board considered the Action Log of Board activities up to 12 September 2017 and the items were noted.

The Chairman updated the Board on his activities undertaken since the last meeting.

- 4 August – chaired the inaugural Business Representative Organisation Group Meeting in Chippenham;
- 8 August – attended meetings regarding Wilton Station and with First Group Rail in Chippenham;
- 10 August – attended Mansion House update meeting in Chippenham;
- 17 August – attended meeting of the Salisbury Strategic Regeneration Partnership with Salisbury Chambers in Salisbury;
- 5 September – attended the Rural Economy Sector Group meeting and a welcome meeting of some of the new Board Members;
- 6 September – chaired the Commissioning Group meeting in Chippenham;
- 13 September – attended an informal meeting of the ESIF

	<p>Committee in Chippenham;</p> <ul style="list-style-type: none"> <li>• Met with four Government officials attending the South West Rural Productivity Commission Report meeting in London. Report commissioned by four LEPs – Swindon and Wiltshire, Heart of the South West, Dorset and Cornwall and Isles of Scilly – more information to be brought to next Board Meeting; and</li> <li>• various meetings with SWLEP Executive Team.</li> </ul>	
<b>3.0</b>	<b>Submitted questions</b>	
	<p>Questions were received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member, and also from Mr Patrick Kinnersly of White Horse Alliance. A copy of the questions and responses given is attached to these minutes.</p> <p>Mrs Spickernell questioned the information contained on the website concerning the programmes. It was explained that the programme information was displayed in the form of a brochure and that progress on the programmes was detailed in the Highlight Reports contained the Board papers, which was publicly available. The Chairman advised the meeting that the SWLEP website is in the process of being re-worked and how information was displayed would be reviewed.</p> <p>Mrs Spickernell was thanked for her continued interest in the SWLEP.</p>	
<b>4.0</b>	<b>Strategic Developments</b>	
<b>4.1</b>	<p><b>Growing Places Infrastructure Fund (GPIF) Open call update</b></p> <p>AS, as Chair of the GPIF Subgroup, spoke to the paper and outlined the process for the recent GPIF open call. The Subgroup consisted of four Board Members which had met and reviewed the six applications received. The Independent Technical Advisors (ITA), Cushman &amp; Wakefield, had submitted the initial reports. The applications would be reviewed to see if they complied with State Aid rules and undergo due diligence checks by Wiltshire Council as the SWLEP Accountable Body. The recommendations would be discussed in Part 2 of the Board Meeting and the successful applicant would proceed to Stage 2. Stage 2 of the process was scheduled for 10 November 2017. Stage 3 would be the signing of the loan agreement for the successful applicant.</p> <p><b>The Board noted:</b></p> <ul style="list-style-type: none"> <li>• <b>that the GPIF Working Group met on 6 September 2017 to agree its recommendations to the Board on which projects are suitable to progress to stage 2 of the application process.</b></li> </ul>	
<b>4.2</b>	<p><b>Better Business for All (BBfA)</b></p> <p>PB spoke to the paper and outlined the rationale behind the initiative.</p>	

	<p>This would align regulations for the benefit of businesses and link up with economic advice and had the support of both Leaders. Cornwall &amp; Isles of Scilly LEP and Leicestershire LEP were noted as examples of good practice were noted. A workshop with relevant staff across both Local Authorities was scheduled for 7 November 2017 to shape the initiative within Swindon and Wiltshire LEP. The proposals put forward as a result of the workshop would then be brought back to the Board for approval.</p> <p>The Chairman and Director requested a nomination for a Board Member to act as a champion for the initiative. The Board sponsor would be required to attend the November workshop, Chair the Steering Group and reporting to the Board. Any Board Member interested in the role was to contact PB.</p> <p><b>The Board noted:</b></p> <ul style="list-style-type: none"> <li>• that the <b>SWLEP</b> would hold a <b>BBfA</b> workshop with all relevant public and business partners to help scope the programme and to learn from existing <b>BBfA</b> partnerships which currently operate effectively; and</li> <li>• the need to scope the resource and financial implications of establishing the <b>BBfA</b> programme, in particular any implications for partner budgets and any operational and/or staffing costs associated with the initiative, to define the parameters and nature of the <b>BBfA</b> initiative for Swindon and Wiltshire.</li> </ul>	
<b>4.3</b>	<p><b>University of Bath (ISTI)</b></p> <p>ERDF funding had been proposed for the ISTI project, but the University of Bath had decided not to bid for the funding at this stage. Swindon Borough Council (SBC) had committed funding for the development of the Carriage Works and Forward Swindon Ltd, working on behalf of SBC, continues to work with businesses to bring this forward.</p>	
<b>4.4</b>	<p><b>Growth Hub</b></p> <p>ID spoke to the paper. The presentation to a group of businesses on 12 July 2017 explaining the direction of travel was well received and all suggestions were incorporated into the new Growth Hub development. It contains a wide range of content, such as articles relevant for different business sectors and generic factsheets about operating a business. The creative development of the website incorporated the new colour palette and font and an amended logo.</p> <p>SWLEP was working with legal representatives to ensure GDPR compliance and processes and protocols were in place. Business awareness of GDPR was considered very low and this question would be raised with membership organisations. OD offered to contact RIKADigital to ensure the appropriate questions have been asked.</p>	



	<p>The question was raised about the financial sustainability long-term of the project and PB advised the meeting that this was core to the work. Various scenarios were being worked up to maintain sustainability should funding be stopped.</p> <p>JM thanked the team for the continued effort with the Growth Hub and looked forward to the launch on 5 October 2017 at the Annual Conference.</p>	
<b>4.5</b>	<p><b>SWLEP Branding</b></p> <p>ID presented to the meeting and the presentation can be found on the SWLEP website under Board papers or by following the link <a href="https://www.swlep.co.uk/board/document636416056571422000.pdf">https://www.swlep.co.uk/board/document636416056571422000.pdf</a> . The series of logos presented to the Commissioning Group on 6 September 2017 had been rejected by the meeting and it had been recommended to amend using only the wording in an effort to meet the Growth Hub launch date of 5 October 2017. This concept was not acceptable to Board Members and the move was to utilise the existing device with a change to colour palette and typography already agreed.</p> <p><b>Action: working group to be formed involving SJ and OD to work with the designer to push through logos which would be acceptable, appreciating the tight timescales.</b></p> <p><b>Action: the suggestions would be circulated to Board Members via email for agreement.</b></p>	<b>asap</b>
<b>5.0</b>	<b>Local Growth Deal</b>	
<b>5.1</b>	<p><b>Wiltshire College LGF3</b></p> <p>A presentation was given by AF and JO on the current status concerning the LGF3 Wiltshire College campuses at Salisbury and Lackham. The presentation can be found at on the SWLEP website under Board documents or by following the link <a href="https://www.swlep.co.uk/board/document636416062320334000.pdf">https://www.swlep.co.uk/board/document636416062320334000.pdf</a> .</p> <p>Now that the designs had been drafted, focus groups would be held and would include student involvement. This had helped substantially on the design of the Chippenham campus. The Board was advised that the liability and responsibility of all aspects of project delivery rest with the college, managed via JO. Salisbury campus has one design and build contractor, whereas Lackham campus, by its modular nature, would have several design and build contractors. ACr offered to supply other examples of refurbishment from LGF projects if helpful. JM thanked AF and JO for their presentation and the Board looked forward to further updates on the project in due course.</p>	

<b>5.2</b>	<p><b>Finance Report – LGD Budget and profiling</b></p> <p>ID spoke to the paper and explained that much of the profiling for the projects was backloaded owing to time slippages and/or the nature of the projects. Although there was flexibility given to SWLEP by DCLG on the allocation of capital spend, there was still a deadline of March 2021 for use of funding. Falling outside this timeframe would cause significant problems. A report on the project audit was being undertaken by Steer Davies Gleave and would be brought to the Board Meeting in November 2017. This would highlight what had occurred and the lessons learned would be taken forward.</p>	<b>Nov 2017</b>
<b>5.3</b>	<p><b>Salisbury Plain Heritage Centre (SPHC) – direction of travel</b></p> <p>NE presented an outline of the revised direction of travel for the project to the meeting. The presentation can be found at on the SWLEP website under Board documents or by following the link  <a href="https://www.swlep.co.uk/board/document636416065792270000.pdf">https://www.swlep.co.uk/board/document636416065792270000.pdf</a></p> <p>The re-worked Business Plan would be presented to the SWLEP Board at the Meeting on 21 March 2018. Monies already available for the project were broken down as follows :</p> <ul style="list-style-type: none"> <li>• £3.3m from the Regiment</li> <li>• £1.7m from a major donor</li> <li>• £3m from the charity's capital fund</li> <li>• And just less than £1m from a legacy</li> </ul> <p>NE proposed that the £1.35m offered by SWLEP would now be designated for the first phase of the project and not towards the project as a whole. NE did not expect that the Army Museums Review would impact significantly on the Artillery Museum, although did acknowledge that there was ongoing debate on the naming of the museum and its focus - Heritage vs Military.</p> <p><b>The Board resolved:</b>  <b>To maintain provisional allocation of the money for the project until after the review at the Board Meeting on 21 March 2018, although a copy of the draft report prior to that date was requested.</b></p>	<b>Mar 2018</b>
<b>6.0</b>	<b>SWLEP Core Activity</b>	
<b>6.1</b>	<p><b>Marketing and Communications report – including Annual Conference update</b></p> <p>PB advised the meeting of the format of the upcoming Annual Conference and of new awards event which the SWLEP would be sponsoring for the rest of 2017 and into 2018. PB also advised that Vanessa Joseph was on maternity leave and cover through an interim placement had been put in place.</p>	
<b>7.0</b>	<b>Other SWLEP Programmes</b>	



7.1	<p><b>Update on European Structural and Investment Fund 2016-2020</b></p> <p>JM advised the meeting that an informal meeting of the ESIF Committee had been held on 13 September 2017. The concerns discussed were that:</p> <ul style="list-style-type: none"> <li>the Swindon and Wiltshire area, which had an above average commitment rate for ESF funding and was ahead of its planned spending profile, was in a position to take on further funding but the Department for Work and Pensions preferred to continue to invest time and effort in getting areas that were behind profile to catch up rather than committing resource to processing applications from areas which were in a position to bring forward further investment proposals. JM had offered to write to the Secretary of State expressing our concern at the restriction of funding in these circumstances but the ESIF committee had not asked him to do so.</li> <li>Some ERDF low-carbon applications had been withdrawn, and</li> <li>there had been few applications to the EARDF programme for investment grants for Tourism Infrastructure, Food &amp; Drink and Business Development. A relaunch was proposed to generate more interest.</li> </ul> <p>OD commented that SWLEP needed to grasp the EV and battery storage concept as we are in a good position strategically to develop this further.</p>	Sept 2017
7.2	<p><b>Finance Report – other SWLEP Programme Budgets and General Account, including Subgroup spending</b></p> <p>PB advised the meeting that applications for funding had been submitted to support the work of the Subgroups. This represented activity on Subgroup Action Plans and further submissions in the pipeline were expected.</p> <p><b>The Board noted the content of the paper.</b></p>	
7.3	<p><b>Commissioning Group Project Highlight Reports</b></p> <p>ID spoke to the paper and highlighted key projects where there was significant change.</p> <ul style="list-style-type: none"> <li>Swindon Bus Exchange – design decision was expected in December 2017. The project was behind its original schedules and Change Control Notifications were required.</li> <li>New Eastern Villages (NEV) – there were slippages on timings and Change Control Notifications were required.</li> <li>Chippenham Station Hub – negotiations underway to change some phases of the project from DfT retained scheme to fit under normal LGF funding process.</li> </ul> <p><b>The Board noted the content of the paper.</b></p> <p>ID advised the meeting that the Project Audit currently underway by Steer</p>	

	<p>Davies Gleave would be reviewed in a workshop during the Commissioning Group meeting scheduled for 15 November 2017. Board Members not normally attending the Commissioning Group would be invited to attend this workshop.</p> <p><b>Action: All Board Members to be invited to attend the Project Audit workshop. (ID)</b></p>	<b>Sept 2017</b>
<b>8.0</b>	<b>Any Other Business and date of next Board Meeting</b>	
	<p>There was no other business and the meeting was closed.</p> <p>The next Board Meeting was scheduled for Wednesday, 29 November 2017 commencing at 9.30am in Salisbury Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN</p> <p>Future Meetings :</p> <p><b>Wednesday, 24 January 2017</b> Committee Rooms, Monkton Park, Chippenham, SN15 1ER</p> <p><b>Wednesday, 21 March 2018</b> Location to be confirmed</p> <p><b>Thursday, 24 May 2018</b> Location to be confirmed</p> <p><b>Wednesday, 25 July 2018</b> Location to be confirmed</p> <p><b>Wednesday, 19 September 2018</b> Location to be confirmed</p> <p><b>Wednesday, 28 November 2018</b> Location to be confirmed</p>	
	<p><b>Confidential Item</b></p> <p>The public are excluded from this part of the meeting under the terms of the Swindon and Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.</p>	
	<p><b>Close of Part One of Meeting at 12.30pm</b> <b>JS and AB left the meeting.</b></p>	
	<b>Part Two of Meeting</b>	
	<p><b>Growing Places Infrastructure Fund (GPIF) Open call applications' review</b></p> <p>AS, Chair of the GPIF Working Group, spoke to the paper. JM, PW and AC declared their conflicts of interests concerning the applications. James Blundell and Ian Thompson from Cushman &amp; Wakefield, were available for</p>	

questions in their capacity as Independent Technical Advisors (ITA) for the applications. AS outlined the recommendations as detailed. There was debate on the recommendations. Potential other funding opportunities would be available in the future and lessons from this process would be taken forward.

**The seven remaining voting Board members resolved to accept the recommendations:**

- to approve one loan application to progress to stage 2 of the application process;
- to reject the remaining five applications for loans for the reasons outlined but to approve one loan application to undergo due diligence checks as part of stage 2 for consideration in a future GPIF call subject to Board of Trustee approval (January 2018) and reserved planning consent is granted in March 2018; and
- to endorse further discussions with one applicant as a project of potential interest to the SWLEP, but not yet ready for a GPIF loan.

**Close of Part Two Meeting at 1:10pm**



29 November 2017



**Questions for SWLEP from Charmian Spickernell, CPRE  
For 20 September 2017**

**Question One**

The changes to the SWLEP website are welcomed, but is the item on the LGF under "programmes" up to date?

**Response**

*The changes to the SWLEP website are part of a wider development of our digital output and we appreciate your positive comment. With regard to the Local Growth Fund (LGF) content, we have reviewed it following your question and can confirm it provides an accurate summary. The detail is always in the highlight reports included in our Board papers.*

**Question TWO**

Once a project has been chosen for Local Growth Funding or is retained to the DfT, is it considered that the time for consultation is passed?

**Response**

*Once selected for local growth funding or as part of a scheme retained by the Department for Transport for its funding programme, a project then needs the approval by the SWLEP Board of its outline and then full business cases. Any consultation exercise required will depend on the nature of the project and what is required by statute or the funding authority and will have been undertaken, if required, before the Board gives its final endorsement.*

**Questions for SWELP from Patrick Kinnersly, White Horse Alliance  
For 20 September 2017**

**Question One**

**A350 Yarnbrook-West Ashton relief road**

In view of the fact that the road will have to be raised to allow for the construction of bat underpasses and the developer's estimate that the extra work will cost £4m, please explain how this additional cost will be funded. Will the money be provided by the LEP, the developer or Wiltshire Council? Whoever provides the extra funding, what effect will the extra cost of the road have on its value-for-money assessment? Has the LEP received any indication that the DfT will still accept the Business Case for this project?

**Response**

The ecological mitigation measures identified have resulted in a requirement to re-design aspects of the proposed Yarnbrook West Ashton Relief Road, which has impacted on the overall cost of the scheme. These costs are currently being determined and Wiltshire Council is in discussion with the developer regarding how these required funds will be provided. In accordance with the SWLEP Assurance Framework, the scheme will produce a full business case which will provide further information on value for money. Once produced, this full business case will be assessed by an appointed Independent Technical Advisor (ITA) and then presented to the SWLEP Board. There is no requirement to present the business case to the DfT.



<b>Attendees</b>	<p><b>Board:</b> Amanda Burnside (AB) / Col Andrew Dawes (AD) / Doug Gale (DG) / George Gill (GG) / Shahina Johnson (SJ) / John Mortimer (JM) / Vic O'Brien (VO) / Alex Reed (AR) / David Renard (DR) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Mark Smith (MS) / Jonathan Webber (JW) / Peter Wragg (PW)</p> <p><b>Advisors:</b> John Gilbert (JG)</p> <p><b>Observers:</b> Chuck Berry (CBe)</p> <p><b>Secretariat:</b> Paddy Bradley (PB) / Tim Martienssen (TM) / Philippa Venables (PV)</p> <p><b>Others:</b> Ian Durston (ID) / Jo Minnaar (JoM) / Debby Skellern (DS)</p> <p><b>Guests :</b> Matt Barnes (MB), GWR / Sarah Cosentino (SC) / Alex Crook (ACr), BEIS / Rod Hebden (RH), Swindon Museum and Art Gallery / Jennie Rothera (JR), Steer Davies Gleave / John Thomson (JT)</p>
<b>Apologies</b>	Alistair Cunningham (AC) / Oliver Donachie (OD) / Parvis Khansari (PK)
<b>Chair</b>	John Mortimer (JM)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Salisbury Room, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN
<b>Start time</b>	9.30am
<b>Finish time</b>	12.40pm

Item	Summary of Issues Discussed and Decisions – Part I	Deadline
<b>1.0</b>	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>The Chairman welcomed all those present to the meeting, in particular to Alex Reed for attendance at his first Board Meeting, Tom Bown in his role as interim Marketing &amp; Comms Manager and Jo Minnaar following her appointment to the role of Growth Hub Manager. Congratulations were also offered to Shahina Johnson on her significant birthday. Apologies were noted.</p> <p><b>Conflicts of Interest</b> – All members had sight of the SWLEP Conflicts of Interest policy with print outs on the table. SJ declared her interest for Create Studios in Item 4.4, with regard to the Institute of Technology, and AB declared her ongoing interest in LGF3 funding for Wiltshire College.</p> <p><b>Appointment</b> - Peter Wragg's continued appointment to the SWLEP Board was proposed by the Chairman and seconded by JS.</p> <p><b>The Board agreed:</b> <b>to continue Peter Wragg's appointment for a term of a further three years.</b></p>	
<b>2.0</b>	<b>Board Minutes, Action Log, Chairman update</b>	
	The minutes of the meeting held on 20 September 2017 were presented for consideration. It was,	



**Resolved:**

**To APPROVE and sign the minutes as a true and correct record.**

**Matters Arising**

- **University of Bath (ISTI)** – PB advised that the University's interest in the Swindon Carriage Works had ceased and it would be looking to increase presence at the Bristol and Bath Science Park.
- **Revised logos** – JM thanked members of the Board for agreement off-line of the revised SWLEP and Growth Hub logos in time for the Annual Conference on 5 October 2017.
- **Investment & Export Manager** – PB advised that a Job Description had been agreed and was being advertised on SWLEP and Wiltshire Council's websites and via LinkedIn. The deadline for applications was 21 December 2017. A secondment option would be considered.
- **Better Business for All (BBfA)** – PB advised the meeting that a workshop had been held on 7 November 2017 with a good attendance from Council staff and members of regulatory services. An Action Plan was being developed and Peter Wragg volunteered to act as Board Sponsor.

The Board considered the Action Log of Board activities up to 23 November 2017 and the items were noted with particular reference as follows:

- **Higher Education Strategy** – AB advised the meeting that the timing for the report would be slightly delayed.
- **Local Economic Assessment** – a workshop for Board Members would take place after the Board Meeting in January 2018 with a report to the Board in March 2018.

The Chairman updated the Board on his activities undertaken since the last meeting.

- 5 Oct – attended SWLEP Annual Conference
- 10 Oct – Chaired SWLEP Growth Hub Governance Group
- 12 Oct – Attended the Corsham Institute Reception in House of Lords
- 13 Oct – attended and spoke at the EVI00 Chinese delegation dinner at STEAM, Swindon
- 16 Oct – Attended SWLEP Joint Scrutiny Task Group Meeting
- 31 Oct – Attended and spoke at the Inspire/Goldman Sachs Scale-up event in Bristol
- 2 Nov – Attended Swindon and Wiltshire ESIF Subcommittee
- 13 Nov – Chaired South West LEPs' Meeting at Wiltshire College
- 15 Nov – Chaired SWLEP Commissioning Group Meeting
- 16 Nov – Attended LEP Roundtable with BEIS sponsor Minister, Lord Henley
- 21 Nov – Attended national DEFRA roundtable with Lord Gardiner on connectivity, representing all LEPs





	<ul style="list-style-type: none"> <li>• 22 Nov – Represented South West LEPs at the LEP Network Management Board</li> <li>• 27 Nov – Attended the launch by Secretary of State, Greg Clark, of the Industrial Strategy and</li> <li>• attended various meetings with SWLEP Executive Team.</li> </ul>	
<b>3.0</b>	<b>Submitted questions</b>	
	<p>A question was received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member. A copy of the question and response given is attached to these minutes.</p> <p>Mrs Spickernell had advised that she was unable to attend the meeting, but the Board thanked her for her continued interest in the SWLEP.</p>	
<b>4.0</b>	<b>Strategic Developments</b>	
<b>4.1</b>	<b>Chairman's Review – a year on</b>	
	<p>JM presented to the Board on progress made during his Chairmanship. The presentation can be found on the SWLEP website under Board documents or by following this link  <a href="https://www.swlep.co.uk/board/document636476519308494000.pdf">https://www.swlep.co.uk/board/document636476519308494000.pdf</a> .</p> <p>JM highlighted the vacancies available on the Board and added that more emphasis would be placed on member recruitment with sector experience in his second year. The matter was raised about investigating global opportunities for these sectors in order to leverage funding and accelerate productivity so the Swindon and Wiltshire area does not get left behind; to be proactive in reaching outwards.</p>	
<b>4.2</b>	<b>The Mary Ney Review</b>	
	<p>PB presented the paper to the meeting on the findings and recommendations of the report. As a means to test the governance structures of LEPs, the LEP Network had instigated peer reviews in order to ascertain compliance and BEIS had also reviewed all LEP websites to gauge compliance levels. Overall, SWLEP had performed well and had greater levels of public visibility than most with ongoing improvements to clarity on its website. However, there was always room for improvement and effective implementation of its governance procedures was the key factor, not merely the existence of policies. Any financial information made public should be clear, simple and understandable. The question was raised as to how SWLEP measured its visibility when the meetings did not attract large numbers and there was low public attendance. It was seen as the Marketing and Communications Manager's role to make information easily accessible. The decisions and investments the SWLEP Board made as a voluntary partnership is investigated during the Annual Conversation. This would focus on three things:</p> <ul style="list-style-type: none"> <li>• Delivery,</li> <li>• Governance and</li> </ul>	



	<ul style="list-style-type: none"> <li>• <b>Strategy</b></li> </ul> <p>As a result of the recommendations, the Assurance Framework was being reviewed with work being undertaken outside the Meeting and would be brought back to a future meeting for Board approval. The Government has committed to producing good practice guidance on conflicts of interest, public accountability, the role of the Section 151 officer and the role of elected officials in the decision-making of LEP Boards. A written confirmation of the SWLEP's compliance with its Assurance Framework needed to be submitted to DCLG by the Section 151 Officer by 28 February 2018 as in previous years. On the back of the review, BEIS would produce and re-issue a re-worked National Assurance Framework.</p> <p><b>The Board resolved:</b></p> <p><b>to welcome the recommendations of the Department for Communities and Local Government Non-Executive Director Review into Local Enterprise Partnership Governance and Transparency;</b></p> <p><b>to authorise the Director of the SWLEP to report to the Board on 24 January 2018 on any necessary revisions to the SWLEP's Assurance Framework to accommodate Government guidance; and</b></p> <p><b>to request that the Section 151 Officer of the Accountable Body attends the Board meeting on 24 January 2018 to present his report on SWLEP compliance with its Assurance Framework, prior to submission to the DCLG.</b></p>	
<b>4.3</b>	<p><b>South West Rural Productivity Commission</b></p> <p>JM spoke to the paper and advised that the Commission had been set up by four of the South West LEPs to investigate the problems experienced in rural areas and how they could be addressed. Each LEP appointed a commissioner. The Commission had held hearings in each of the counties enabling all interested parties to submit evidence. The Commission had published its report, findings and recommendations. The main issue appeared to be Digital Connectivity across the whole area. The SWLEP Rural Economy Sector Group would consider the report findings and make recommendations for relevant actions to be taken in the LEP area. The work is advising other LEPs via the LEP Network.</p> <p><b>The SWLEP Board:</b></p> <p><b>endorsed the work of the South West Rural Productivity Commission to identify the opportunities and challenges facing the rural economies in the south west; and</b></p> <p><b>agreed that the evidence from the Commission be used in the local economic assessment for Swindon and Wiltshire previously commissioned by the Board.</b></p>	
<b>4.4</b>	<p><b>Institute of Technology</b></p> <p>PB spoke to the paper and advised the meeting that 100 Expressions of</p>	



	<p>Interest (Eol) had been submitted across the country. The submissions should be endorsed by the local LEP, operate cross-boundary and be employer-led. The Post-16 Review bound Swindon and Wiltshire with Gloucestershire and Gfirst had advised that it was looking to work with SWLEP on this reflecting the suggestions of the review. There were nine Eols submitted in the South West region and this needed to be rationalised.</p> <p><b>The Board noted: the content of the paper and would be updated on progress.</b></p>	
<b>5.0</b>	<b>Local Growth Deal</b>	
<b>5.1</b>	<p><b>Ultrafast Broadband</b></p> <p>A presentation was given by JT and SC on the current status concerning the Ultrafast Broadband project. The presentation can be found on the SWLEP website under Board documents or by following this link <a href="https://www.swlep.co.uk/board/document636476534374974000.pdf">https://www.swlep.co.uk/board/document636476534374974000.pdf</a></p> <p>DR advised the meeting that Swindon Borough Council (SBC) had not been involved in this programme, as it had opted to follow a different route for the Borough. AD asked for clarification regarding military communities in the area as 1,000 homes were due to be built but did not appear to be taken into account on the map. SC advised that these had not been included in the modelling because they were yet to be built, but could be picked up in future. JS advised that the Wiltshire Council considers digital infrastructure as a utility such as water, electricity and sewage and that connectivity capability with ducting into estates should be incorporated into planning consent conditions for new development. . However, this was not the case with MoD plans. So there would be gaps. With aerospace industries due to move into Boscombe, the residual white spaces on the map would need to be addressed. The question of how the remaining 4% gap in superfast coverage was noted as was the need for political pressure to be exerted to provide funding for solutions to be implemented.</p> <p>The Chairman thanked JT and SC for their work and for clarifying the project to the Board.</p>	
<b>5.2</b>	<p><b>Swindon Museum and Art Gallery (SMAG)</b></p> <p>A presentation was given by RH on the current status concerning the plans for the Swindon Museum and Art Gallery project and its submission to the Heritage Lottery Fund (HLF) on Thursday, 30 November 2017. The presentation can be found on the SWLEP website under Board documents or by following this link <a href="https://www.swlep.co.uk/board/document636476531950890000.pdf">https://www.swlep.co.uk/board/document636476531950890000.pdf</a></p> <p>The Chairman thanked RH for the presentation and asked for the Board to be kept informed of the outcome of the HLF decision when announced in April 2018.</p>	
<b>5.3</b>	<b>Chippenham Station Hub Phase I (part A only) – Full Business</b>	



	<p><b>Case</b> Matt Barnes of GWR gave a verbal update to the Board regarding the gateline project at Chippenham Station.</p> <p><b>The Board:</b> <b>Approved the 'Chippenham Station Hub Phase I (Part A)' Full Business Case.</b></p> <p><b>Chippenham Station Hub Project Status</b> MC spoke to the paper regarding the change of project status on the whole Chippenham Station Hub scheme. Previously the scheme had been designated a DfT Retained Scheme, which meant the Department of Transport had overall overview of the scheme. In moving to "de-retained" status, SWLEP would have more flexibility and control over the scheme, in particular, with regard to the various scheme phases. An Outline Business Case would therefore come to the Board in January 2018 for the whole scheme and Full Business Cases would come through for Board approval for the various phases when appropriate.</p> <p><b>The SWLEP Board:</b> <b>approved the un-retaining of the Chippenham Station Hub scheme with the responsibility and oversight for the delivery of the projects remaining wholly with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).</b></p>	<b>Jan 2018</b>
<b>5.4</b>	<p><b>Corsham Mansion House update</b> TM spoke to the paper and advised the Meeting regarding the current status of the Corsham Mansion House project. According to the current Assurance Framework, a Full Business Case is not required for non-Transport projects. An updated Outline Business Case reflecting the current situation would therefore be brought to the Board Meeting in January 2018.</p> <p><b>The SWLEP Board:</b> <b>noted the project update and proposal to submit the Full Business Case in January 2018; and</b> <b>approved that Wiltshire Council enter into contract with the preferred supplier in advance of the SWLEP appraisal of the project Full Business Case. This will enable works to commence early in 2018.</b></p>	<b>Jan 2018</b>
<b>5.5</b>	<p><b>LGF Project Audit – presentation on Steer Davies Gleave review, including Commissioning Group Project Highlight Reports</b> ID, SWLEP Programme Manager, presented to the Board on the review undertaken by Steer Davies Gleave (SDG) on the status of the projects financed under the Local Growth Fund. The presentation can be found on the SWLEP website under Board documents or by following this link <a href="https://www.swlep.co.uk/board/document636476537394354000.pdf">https://www.swlep.co.uk/board/document636476537394354000.pdf</a> Although no projects were deemed undeliverable within the programme</p>	





	<p>timetable, six key projects warranted more scrutiny and would be more closely monitored. These were:</p> <ul style="list-style-type: none"> <li>• Chippenham Station Hub</li> <li>• Yarnbrook West Ashton Relief Road</li> <li>• The Maltings and Central Car Park</li> <li>• Swindon Bus Exchange</li> <li>• New Eastern Villages – Southern Connector Road and A420</li> <li>• Southern Access to Wichelstowe</li> </ul> <p>The question was raised as to whether there were any back-up projects in the pipeline should any project be deemed undeliverable. ID advised that the team was in the process of identifying any “spade-ready” projects which could be brought forward in these circumstances, which may be different to those already on the priority list. In this scenario, these suggestions would be put before the Board for approval to take forward. The Chairman thanked ID and SDG on the work carried out on the review and the Board looked forward to receiving further reports in due course.</p> <p><b>The Board approved the recommendations in the paper, being:</b>  <b>that the six projects identified are separated out in the Commissioning Group Highlight Reports for particular scrutiny at future Commissioning Group meetings;</b>  <b>that the critical ‘Go/No Go’ milestones for these projects are identified that would trigger a project withdrawal from the LGF portfolio if not met (subject to Commissioning Group decision at the time); and,</b>  <b>that the Delivery &amp; Performance Team (DPT) is tasked with identifying suitable back up projects in the event that a project is withdrawn.</b></p>	
<b>5.6</b>	<p><b>Finance Report – LGD Budget and profiling</b>  The paper was provided for information.</p> <p><b>The SWLEP Board noted the contents of the paper.</b></p>	
<b>6.0</b>	<b>SWLEP Core Activity</b>	
<b>6.1</b>	<p><b>Growing Places Infrastructure Fund (GPIF) Open call update</b>  The paper was provided for information and AS, as Chair of the Working Group, advised the Meeting that the process was progressing well.</p> <p><b>The SWLEP Board:</b>  <b>Noted that the call has progressed in line with the published timetable and that work is underway to agree the loan agreement terms.</b></p>	
<b>6.2</b>	<p><b>Swindon and Wiltshire Digital Platform Development</b>  The paper was provided for information, but a specific question was raised regarding the implementation of a new website for The Enterprise Network (TEN). The recommendation from the provider was that this site be built on the same technology at the main SWLEP website. TEN had requested further costings relating to hosting, support and maintenance. JM requested that costs of integrating the TEN web presence into the Growth Hub were compared with the costs of a stand-alone web presence.</p>	



	<b>Action: to bring back to the Board.</b>	<b>Jan 2018</b>
<b>6.3</b>	<b>Marketing and Communications report</b> The paper was provided for information.  <b>The SWLEP Board noted the contents of the paper.</b>	

<b>7.0</b>	<b>Other SWLEP Programmes</b>	
<b>7.1</b>	<b>Update on European Structural and Investment Fund 2016-2020</b> The paper was provided for information.  <b>The SWLEP Board noted the contents of the paper.</b>	
<b>7.2</b>	<b>Finance Report – other SWLEP Programme Budgets and General Account, including Subgroup spending</b> The paper was provided for information.  <b>The SWLEP Board noted the contents of the paper.</b>	
<b>8.0</b>	<b>Any Other Business and date of next Board Meeting</b>	
	There was no other business and the meeting was closed.  The next Board Meeting was scheduled for Wednesday, 24 January 2018 commencing at 9.30am in the Committee Rooms, Monkton Park, Chippenham, SN15 1ER  Future Meetings :  <b>Wednesday, 21 March 2018</b> The offices of WRc plc, Frankland Road, Blagrove, Swindon, SN5 8YF <b>Thursday, 24 May 2018</b> Location to be confirmed <b>Wednesday, 25 July 2018</b> Location to be confirmed <b>Wednesday, 19 September 2018</b> Location to be confirmed <b>Wednesday, 28 November 2018</b> Location to be confirmed	
	<b>Confidential Item</b>  The public are excluded from this part of the meeting under the terms of the Swindon and Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.	
	<b>Close of Part One of Meeting at 12.30pm</b>	



	<b>JS and AB left the meeting.</b>	
	<b>Part Two of Meeting</b>	
	<p><b>Growing Places Infrastructure Fund (GPIF) Open call applications' review</b></p> <p>AS, Chair of the GPIF Working Group, spoke to the paper. JM, PW and AC declared their conflicts of interests concerning the applications. James Blundell and Ian Thompson from Cushman &amp; Wakefield, were available for questions in their capacity as Independent Technical Advisors (ITA) for the applications. AS outlined the recommendations as detailed. There was debate on the recommendations. Potential other funding opportunities would be available in the future and learnings from this process would be taken forward.</p> <p><b>The seven remaining voting Board members resolved to accept the recommendations:</b></p> <ul style="list-style-type: none"><li>• to approve one loan application to progress to stage 2 of the application process;</li><li>• to reject the remaining five applications for loans but to approve additional work be undertaken on two applications as follows:<ul style="list-style-type: none"><li>○ but to approve one loan application to undergo due diligence checks as part of stage 2 for consideration in a future GPIF call subject to Board of Trustee approval (January 2018) and reserved planning consent is granted in March 2018; and</li><li>○ to endorse further discussions with one applicant as a project of potential interest to the SWLEP, but not yet ready for a GPIF loan.</li></ul></li></ul>	
	<b>Close of Part Two Meeting at 1:10pm</b>	

*Summer*

*24 January 2018.*





**From Charmian Spickernell, CPRE Wiltshire, Vice-Chairman****Comment**

There is strong support for Mary Ney's Report, paragraph 92 where she suggests maintaining on the web-site a rolling schedule of projects funded with brief descriptions, and for her paragraph 9.3 where she suggests scrutiny of the projects by overview and scrutiny committees. We welcome in particular scrutiny of the transport projects and that this has already happened with regard to Chippenham Station.

We are also interested to read the Rural Productivity Commission Report at paragraph 2.6.5 which recognises rural and urban areas are different. Affordable and social rented housing is needed in the rural areas but at the same time there has to be good public transport.

**Question**

"Does SWLEP consider funding to help the regeneration of existing centres that are struggling rather than always funding infrastructure to unlock new development?"

**Response**

The Swindon and Wiltshire Local Enterprise Partnership makes decisions to fund infrastructure and other projects based on an analysis of the scale of the economic benefits arising from the project and the extent to which the promoter of the scheme has backing from other parties and can demonstrate a groundswell of support.

We do focus capital investment projects in our three growth zones, which form corridors: Swindon and the M4; the A350 and Salisbury and the A303. The schemes which have been put forward and made progress through our sifting process, supported by independent analysis, have been projects both to unlock new developments and the refurbishment of existing provision often as part of regeneration plans for our major urban centres, such as Swindon and Salisbury and our market towns. The SWLEP uses the same criteria to assess an infrastructure project to unlock new development as it does for a scheme to refurbish an existing centre which appears to be struggling. In both cases, the size of economic benefits, which take account of financial costs and social and environmental factors, determine the level of priority assigned by the Board. The projects listed below involve refurbishment of existing provision in order to improve its performance as well some new development:

- Corsham – Mansion House
- Chippenham – Chippenham Station Hub
- Lackham – Wiltshire College campus
- Swindon – Bus Exchange
- Salisbury – Wiltshire College campus and Maltings/Central Car Park

In addition to funding through our local growth deal, there are opportunities under our Growing Places Infrastructure Fund (GPIF) for projects to secure a loan from the SWLEP if the activity is going to deliver new jobs and/or new homes. The funding is targeted at commercial projects which have either stalled due to lack of investment or whose delivery can be accelerated through the availability of a GPIF loan. The details of our latest call (June 2017) are available to view on our website.

<b>Attendees</b>	<b>Board:</b> Amanda Burnside (AB) / Doug Gale (DG) / George Gill (GG) / Shahina Johnson (SJ) / John Mortimer (JM) / Vic O'Brien (VO) / Alex Reed (AR) / David Renard (DR) / Adam Schallamach (AS) / Mark Smith (MS) / Jonathan Webber (JW) <b>Advisors:</b> Alistair Cunningham (AC) / John Gilbert (JG) <b>Observers:</b> Oliver Donachie (OD) / John Thomson (JT) <b>Supporting the Board:</b> Tom Bown (TB) / Paddy Bradley (PB) / Sally Burnett (SB) / Ian Durston (ID) / Parvis Khansari (PK) / Tim Martienssen (TM) / Debby Skellern (DS) / Leanne Sykes (LS) / Philippa Venables (PV) <b>Guests :</b> Lt Col Guy Benson (GB), representing Col Andrew Dawes / Alex Crook (ACr), BEIS / Martin Revill, (ITA)
<b>Apologies</b>	Col Andrew Dawes / Baroness Scott of Bybrook OBE / Peter Wragg
<b>Chair</b>	John Mortimer (JM)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Committee Rooms, Wiltshire Council, Monkton Park, Chippenham, SN15 1ER
<b>Start time</b>	9.55am
<b>Finish time</b>	12.30pm

Item	Summary of Issues Discussed and Decisions – Part I	Deadline
<b>1.0</b>	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>The Chairman welcomed all those present to the meeting, in particular to John Thomson in his new role as Wiltshire Council Observer to the SWLEP Board and to Lt Col Guy Benson representing Col Andrew Dawes. As ever, welcome was extended to Alex Crook in his role as BEIS representative. Congratulations were offered to Shahina Johnson for her MBE in the New Year's Honours and to Tim Martienssen as newly appointed Director of Economy &amp; Planning for Wiltshire Council. Apologies from those unable to attend were noted.</p> <p>The Chairman advised the meeting that Paper No. 1.7 under Item 5.2 was withdrawn.</p> <p><b>Conflicts of Interest</b> – All members had sight of the SWLEP Conflicts of Interest policy with print outs on the table. The Chairman declared his interest with Item 4.4 on the agenda owing to a personal relationship with the owners of the land under discussion and advised that at that point of the meeting the Chairmanship would be handed over to AS. AB declared her ongoing interest in LGF3 funding for Wiltshire College.</p>	
<b>2.0</b>	<b>Board Minutes and Chairman's update</b>	
	<p>The minutes of the meeting held on 29 November 2017 were presented for consideration. It was,</p> <p><b>Resolved:</b>  <b>To APPROVE and sign the minutes as a true and correct record.</b></p>	



### **Matters Arising**

- **Investment & Export Manager** – PB advised that 11 applications had been received for the role, with a short-list of five candidates interviewed on 19 January 2018 with a Panel comprising the SWLEP Chairman, Director and representatives from both UAs. The final interview with two candidates would take place on 9 February 2018.
- **Better Business for All (BBfA)** – PB advised that Peter Wragg had attended the last meeting of the Steering Group. Nicky Bailey of FSB was also the Business Representative Organisation Group member. Regulatory Services from both UAs were very supportive. A second stage workshop was due shortly.
- **Digital Platform for TEN** – TM advised the meeting that options were still being investigated and no decisions yet taken.

The Chairman updated the Board on his activities undertaken since the last meeting.

- 30 Nov – attended and spoke at Swindon & Wiltshire Programmes Event at Wiltshire College, Lackham
- 5 Dec – met with MP Michelle Donelan's staff team in Parliament, with the Deputy Head of Local Growth Unit at BEIS to discuss Rural Productivity and with David Renard to discuss SWLEP progress
- 6 Dec – met with Justin Tomlinson MP in Parliament and attended the DIT Christmas Reception at Lancaster House
- 12 Dec – met with Baroness Scott to discuss SWLEP progress
- 13 Dec – Chaired the SWLEP's Rural Economy Sector Group
- 14 Dec – attended the SWLEP's Annual Conversation with Government at BEIS
- 10 January – chaired the SWLEP Commissioning Group
- 11 January – joined Ian Durston in visiting the New Eastern Villages project, with thanks to David Renard and John Gilbert for arranging
- 16 January – Chaired the Growth Hub Governance Group
- 19 January – attended the interviews for the SWLEP Investment & Export Manager
- 23 January – Together with George Gill, met with Rachel Newman, CEO of Corsham Institute (Ci) and Catherine Knivell, Ci's Head of Partnerships

### **3.0 Submitted questions**

Several questions were received from members of the public and were dealt with as follows:

The Question from St Modwen regarding Chippenham Gateway would be handled under Item 4.4 and the representatives would be able to address the Board Members.

Two questions were received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon



	<p>Group Committee Member. A copy of Question One and response was provided to Mrs Spickernell ahead of the meeting. A response to Question Two was provided verbally at the meeting and would be followed up in writing. In Supplementary, Mrs Spickernell asked the Board to consider the transport links to Swindon Town Centre.</p> <p>Questions from Dr Nick Murry, Wiltshire Councillor (Chippenham Monkton) and Chippenham Town Councillor (Monkton Ward), regarding the Chippenham Station Hub had been received too late for a written response, but Dr Murry would be invited to address the Board during the discussion of Item 5.1.</p> <p>All responses to the Questions available at time of writing are attached to these minutes.</p>	
<b>4.0</b>	<b>Strategic Developments</b>	
<b>4.1</b>	<p><b>The Mary Ney Review into accountability and transparency</b></p> <p>PB advised the meeting of the two reviews carried out into LEPs.</p> <ul style="list-style-type: none"> <li>• The Mary Ney Review's recommendations had been accepted by Government and LEPs needed to be compliant by the end of February 2018. Final checks were underway of the Government new guidance against the SWLEP's existing Assurance Framework. The Section 151 Officer of the Accountable Body is required by Government to confirm LEP compliance with regulations.</li> <li>• The Ministerial Review of LEP structures may be delayed owing to the recent Cabinet reshuffle. The suggestion was that a Working Group be established to investigate the various options for a LEP structure in order that work commence ahead of the report's final publication.</li> </ul> <p><b>The SWLEP Board RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• to delegate to the <b>SWLEP Chairman</b> final Board approval of the revised <b>Governance Framework</b>;</li> <li>• to require the <b>Director of the SWLEP</b> to ensure the updated <b>Governance Framework</b> is made available to all <b>Board members</b> by the <b>March</b> meeting of the <b>Board</b>; and</li> <li>• to require the <b>Director of the SWLEP</b> to ensure <b>Board members</b> are notified when the <b>section 151 Officer's</b> letter to the <b>Principal Accounting Officer</b> and the statement by the <b>Chairman and Director</b> are published on the <b>SWLEP website</b>.</li> <li>• to approve the establishment of a <b>Working Group</b> on the <b>Ministerial Review of LEP Structures</b> and require it to report back to the <b>Board</b> on the implications for the <b>SWLEP</b>.</li> </ul>	<p>Feb 2018</p> <p>Mar 2018</p> <p>Feb 2018</p> <p>May 2018</p>
<b>4.2</b>	<p><b>Industrial Strategy</b></p> <p>PB spoke to the paper and advised that the Government White Paper had designated LEPs to lead on the preparation of Local Industrial Strategies in</p>	



	<p>areas outside Mayoral Combined Authorities. SWLEP was in the process of building up its evidence base. The focus of the next four to five months was to build a rich evidence base of economic performance data, local business intelligence and information arising from current SWLEP strategy development in Energy, Digital Capability, Higher Education and Rail. The local industrial strategy would be developed with Government and would include cross-LEP partnerships to support development of specific business sectors, such as cyber, life sciences, energy and creative and automated vehicles.</p> <p>The Chairman said that, in his view, the critical feature of a “local” industrial strategy was that it should reflect <u>our</u> plan for how we intend to grow the whole of the LEP’s economy and quoted from page 13 of the White Paper that to achieve the ambition of being the world’s most innovative economy, providing good jobs, being the best place to start and grow a business and creating prosperous communities across the UK “we must ensure that every part of the country realises its full potential”.</p> <p>The SWLEP was seeking volunteer Board Members to participate in a Working Group and to bring back the direction of travel to future Board Meetings.</p> <p><b>The SWLEP Board:</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the proposed approach;</li> <li>• <b>APPROVED</b> the indicative headline milestones timeline;</li> <li>• <b>APPROVED</b> the establishment of the Industrial Strategy Working Group as a task and finish group with two private sector Board Members to sit on it; and</li> <li>• <b>AUTHORISED</b> the Director of the SWLEP, in consultation with the two private sector Board members, to develop the terms of reference for the Industrial Strategy Working Group and circulate to all Board members by the March Board meeting.</li> </ul>	<b>Mar 2018</b>
<b>4.3</b>	<p><b>Institute of Technology (IoT)</b></p> <p>AB gave a verbal update on progress with the IoT bid.</p> <ul style="list-style-type: none"> <li>• Government investment would be in the order of £170m allocated between 10 and 15 bids;</li> <li>• There had been around 100 Expressions of Interest;</li> <li>• Bids would need to be put forward by partnerships of FE, HEI and business with the support of stakeholders such as the LEP and local councils; First stage submission was required by 1 March 2018 and the outcome should be known April / May 2018;</li> <li>• The second stage required much greater detail, with submission in Summer 2018; and</li> <li>• SWLEP had ensured that a cohesive group of partners and</li> </ul>	



	<p>stakeholders had been assembled to prepare the Swindon &amp; Wiltshire bid.</p> <p><b>The SWLEP Board:</b> <b>NOTED the details and would be updated on progress.</b></p>	<b>Mar 2018</b>
<b>4.4</b>	<p><b>Spatial Planning – overview of potential development</b></p> <p>JM advised that the discussion would be for Members to become better informed about employment land in the area, and would also allow for representatives of St Modwen to address the meeting. At this stage, JM handed the chairing of the meeting over to AS for this item of the agenda owing to a conflict of interest.</p> <p>Owing to the importance of spatial planning to local economic development, the SWLEP Director would work with LA Leads to bring forward a workshop session to be arranged for Board Members.</p> <p>St Modwen addressed the meeting and advised of the current plans for Chippenham Gateway at Junction 17:</p> <ul style="list-style-type: none"> <li>• The development of 1m sq ft of distribution space, prioritised owing to the location enabling easy access to the M4 motorway;</li> <li>• St Modwen reported a high level of interest and confidence in the scheme;</li> <li>• St Modwen anticipated 790 new jobs as a result of the site with more employed within its construction;</li> <li>• St Modwen had already engaged with Wiltshire College regarding training for students/future employees. There would be a bus link to Chippenham; and</li> <li>• Construction would start in 2018, providing approvals were in place.</li> </ul> <p>Members of Swindon Borough Council questioned the possible displacement of existing companies along the M4. There was also concern from Members that this site should not detract from existing employment land deeper in the County.</p> <p>The Deputy Chairman (AS) thanked St Modwen for their contribution and after considerable discussion,</p> <p><b>The SWLEP Board:</b></p> <ul style="list-style-type: none"> <li>• <b>REQUESTED</b> that the lead officers to the <b>SWLEP</b> from <b>Swindon Borough Council</b> and <b>Wiltshire Council</b> work with the <b>Director of the SWLEP</b> to organise a workshop for <b>Board Members</b> on strategic spatial planning for the area; and</li> <li>• <b>AUTHORISED</b> the <b>SWLEP Deputy Chairman</b> to write to the relevant planning committee of <b>Wiltshire Council</b> providing support from the <b>Board</b> to the strategic</li> </ul>	





	<b>development of land at Junction 17, with the proviso that development focuses on new business take-up and is able to demonstrate that it will not lead to displacement or detriment to existing business and strategic land allocation.</b>	<b>Jan 2018</b>
<b>5.0</b>	<b>Local Growth Deal</b>	
<b>5.1</b>	<p><b>Chippenham Station Hub Scheme – Outline Business Case</b></p> <p>ID spoke to the paper. The scheme was now taking a phased approach to the project and updated Outline Business Cases would be brought to the Board when appropriate. The seven phases were:</p> <ul style="list-style-type: none"> <li>• Phase i) Station Capacity Improvements – new booking hall, improved retail unit, gatelines, new north side lift onto public footbridge (providing step-free access across the railway line), additional cycle parking, improvement works to bus interchange;</li> <li>• (Phase ii) Wiltshire Council Land – high quality commercial building and decked car parking;</li> <li>• (Phase iii) Station Car Parking Capacity Improvements – decked car parking;</li> <li>• (Phase iv) Rationalisation of Station Car Parking – high quality commercial building and decked car parking;</li> <li>• (Phase v) Infrastructure Improvements – station square public realm and footbridge;</li> <li>• (Phase vi) Commercial Development – high quality commercial and residential units; and</li> <li>• (Phase vii) Residential Development – high quality residential units.</li> </ul> <p>The scheme was also now de-retained from the Department for Transport (DfT).</p> <p>Cllr Nick Murray was then invited to address the meeting about his concerns for the project.</p> <ul style="list-style-type: none"> <li>• That the south side of the station was becoming increasingly cramped and that more thought should be given to improvements on the north side;</li> <li>• Station Hill and Cocklebury Road were already congested and increased traffic would cause increased stress to local residents; and</li> <li>• Selling off the existing car parks meant decked carparks had to be constructed. These multi-storey carparks would be in a conservation area and would overlook the green space of Monkton Park.</li> </ul> <p>The Chairman thanked Cllr Murray for his contribution and confirmed that the points raised would need to be addressed as Full Business Cases for each of the phases and brought to the Board for approval.</p> <p>The Chairman noted that Wiltshire Core Strategy Policy 9 indicated that the area around the station was designated for civic and academic uses and</p>	





	<p>accordingly questioned the inclusion of housing development within the scheme adding that it was important to consider the vision of what the completed development would offer the area in strategic terms. Such detail should be for further consideration and the Board could investigate further with questions back to the promotor when these schemes come through. TM commented that the scheme needed to be commercial, and was part of an ongoing development consultation.</p> <p><b>The SWLEP Board:</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the OBC to enable the development work for phases ii to vii to progress and the project to meet the agreed timescales.</li> <li>• <b>REQUIRED</b> a report from the scheme promotor on the vision for the use of the land around Chippenham Station to help inform consideration of the next and subsequent phases of the project.</li> </ul>	<b>Ongoing</b>
<b>5.2</b>	<p><b>Corsham Mansion House</b> The Paper was withdrawn. To be re-submitted at a future meeting.</p>	
<b>5.3</b>	<p><b>Quality Bus Corridor (Rapid Transit) – Full Business Case</b> The Chairman welcomed Martin Revill, Independent Technical Advisor, to the meeting. ID spoke to the paper. The Rapid Transit project was broken down into small schemes connecting the three main urban extensions:</p> <ol style="list-style-type: none"> <li>1. Wichelstowe,</li> <li>2. Tadpole Farm and</li> <li>3. New Eastern Villages.</li> </ol> <p>The three schemes at Wichelstowe were for consideration at this meeting:</p> <ul style="list-style-type: none"> <li>• Pipers Way,</li> <li>• Regent Circus and</li> <li>• Mannington Roundabout.</li> </ul> <p>Costings for Pipers Way and Regent Circus schemes were available so the Board was asked to approve the Full Business Case in order that work could commence immediately. Costings for the Mannington Roundabout scheme were not available. The scheme was delayed in order that it did not conflict with the works at Junction 16, thus avoiding major road disruption. The Mannington Roundabout part of the scheme potentially has the highest cost-benefit ratio and is needed to make the whole scheme of suitable value for money</p> <p>Costs would be circulated to Board Members once known seeking their approval. The Section 151 Officer of Swindon Borough Council confirmed in a letter to the SWLEP that any overrun in costs would be met through developer funds and council resources as necessary.</p> <p>PV thanked ID and the ITA for their help in bringing this to the Board.</p>	



	<p><b>The SWLEP Board:</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> the Full Business Case for Rapid Transit – Wichelstowe Quality Bus Corridor, enabling the release of funding to support the construction work on the Pipers Way and Regent Circus schemes; and</li> <li>• <b>AGREED</b> to the approval by email of the Mannington Roundabout scheme, subject to the final costs falling within the agreed limits.</li> </ul>	<b>When available</b>
<b>5.4</b>	<p><b>SWLEP Programmes Highlight Reports</b></p> <p>ID spoke to the meeting and advised the Members that this had taken a different format with a link to the full report on the website. This paper detailed specifically the projects which were deemed “at risk” by the Steer Davies Gleave Review.</p> <ul style="list-style-type: none"> <li>• <b>Chippenham Station Hub</b> Phase 1a progressing. SWLEP was awaiting the Full Business Case for Phase 1b, which involved the lift on the platform and the overall scheme had been de-retained from DfT.</li> <li>• <b>Yarnbrook / West Ashton</b> Currently in consultation. Applied for Housing Infrastructure Fund (HIF) funding to cover the increased cost owing to ecology. Results due end Feb/beginning March.</li> <li>• <b>The Maltings</b> There had been delays on timescales. The LA was still talking to the developer and the agreement was still with the lawyers for signature.</li> <li>• <b>Swindon Bus Exchange</b> SBC had applied to HIF for the increased costs. If HIF was not forthcoming, alternative funding must be sought or the design amended.</li> <li>• <b>New Eastern Villages (NEV) Southern Connector Road</b> Costs had increased. HIF applied for, but secondary to developer funding.</li> <li>• <b>A420 Gablecross</b> Design now selected.</li> <li>• <b>Wichelstowe Southern Access</b> The Outline Business Case was due to come to the Board Meeting in March 2018. Draft was about to go to ITA.</li> </ul> <p><b>The SWLEP Board:</b> <b>APPROVED</b> the Commissioning Group’s assessment that the highlight reports were an accurate representation of the current status of all LGF projects.</p>	
<b>5.5</b>	<p><b>Finance Report - LGD Budget and profiling</b></p> <p>ID spoke to the paper and advised that after the Steer Davies Gleave</p>	



	<p>Review the Delivery and Performance Team (DPT) was working on drawing a list of back-up projects that could be brought forward should any on LGF not be deliverable.</p> <p>Another suggestion would be to use any released LGF monies to roll into Growing Places Infrastructure Fund (GPIF) projects. These would be more immediate with less lead time. The GPIF Working Group was investigating the possibilities.</p> <p><b>The SWLEP Board:</b> <b>APPROVED the paper as an accurate summary of the current LGF financial position.</b></p>	
<b>6.0</b>	<b>SWLEP Core Activity</b>	
<b>6.1</b>	<p><b>Growing Places Infrastructure Fund (GPIF) Open call update</b></p> <p>The paper was provided for information and AS, as Chair of the Working Group, advised the Meeting that the loan agreement was close to signature and expected within the next 7-10 days</p> <p>Previously allocated GPIF funds had come back into the process and the Working Group was reviewing the options for future calls. A draft strategy was being drawn up and would be brought back to the Board for its review. Lessons learnt from the process would be used to streamline future calls, being more rigorous on disclosure from the outset to avoid blockages and that deploying the ITAs in a different way could potentially save money.</p> <p><b>The SWLEP Board:</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED the progress toward the issue of a the loan agreement from the June 2017 call;</b></li> <li>• <b>NOTED that the existing loan allocations had been or were in the process of being returned, re-establishing the original fund for allocation against an investment strategy;</b></li> <li>• <b>NOTED that the GPIF investment strategy and a linked future GPIF call programme were in development; and</b></li> <li>• <b>NOTED the recruitment process and timeline for the Head of Investment and Export position.</b></li> </ul>	
<b>6.2</b>	<p><b>Swindon and Wiltshire Digital Platform Development</b></p> <p>ID gave a verbal update to the meeting on the current status of the development.</p> <p>Since its launch in October 2017, the Growth Hub had seen 1,600 individual users with 150 businesses registering in the Community section. Growth Hub had received positive feedback from businesses and the website had been put forward for an award by Progress Site Finity, whose software was used to build the site. It was one of five websites identified each quarter by the business and goes into consideration for the annual best website award. SWLEP was now in the process of adding the main website to the platform, which was being revamped in line with the recommendations from the Mary</p>	



	Ney Review, and transferring Higher Futures into Growth Hub. This would allow use of the same CRM system across all platforms. SWLEP continued to work with the TEN team to improve responses and was also investigating a different approach.	
<b>6.3</b>	<p><b>Marketing and Communications report</b> The paper was provided for information and the Chairman thanked TB.</p> <p><b>The SWLEP Board:</b> <b>NOTED</b> the contents of the paper.</p>	
<b>7.0</b>	<b>Other SWLEP Programmes</b>	
<b>7.1</b>	<p><b>Update on European Structural and Investment Fund 2016-2020</b> The paper was provided for information.</p> <p><b>The SWLEP Board:</b> <b>NOTED</b> the contents of the paper.</p>	
<b>7.2</b>	<p><b>Finance Report – other SWLEP Programme Budgets and General Account, including Subgroup spending</b> The paper was provided for information. A letter recently received from Jake Berry MP, Minister for Local Growth (MHCLG) and Andrew Griffiths MP, Under-Secretary of State at BEIS advised that the Government had agreed to two years' core funding of the LEP and to two years of Growth Hub funding, both at currently existing levels.</p> <p><b>The SWLEP Board:</b> <b>NOTED</b> the contents of the paper.</p>	
<b>8.0</b>	<b>Any Other Business and date of next Board Meeting</b>	
	<p>DG asked how the Board might be better equipped to monitor project outcomes and benefits as well as the overall effectiveness of SWLEP activities.</p> <p><b>Action: PB to draft a means of measuring outputs for the Board Meeting in March.</b></p> <p>The next Board Meeting was scheduled for Wednesday, 21 March 2018 commencing at 9.30am in the offices of WRc plc, Frankland Road, Blagrove, Swindon, SN5 8YF</p> <p>Future Meetings :</p> <p><b>Thursday, 24 May 2018</b> Aspire Business Centre, Ordnance Road, Tidworth, Wiltshire, SP9 7QD <b>Wednesday, 25 July 2018</b> Alamein Suite, City Hall, Malthouse Lane, Salisbury SP2 7TU <b>Wednesday, 19 September 2018</b> Location to be confirmed <b>Wednesday, 28 November 2018</b> Location to be confirmed</p>	<b>Mar 2018</b>



**Close of Meeting at 12:30pm**

Draft

**From Charmian Spickernell, CPRE**

**Question One**

What reason did the Steer Davies Gleave Review give for including the Wichelstowe Southern Access in the high risk projects that warranted specific attention?

**Response**

The Wichelstowe Southern Access project was deemed by the Steer Davies Gleave review to be on track from a schedule perspective and from a cost perspective. It was highlighted as a higher risk project due to the engineering complexities of the project and the fact that technical issues could potentially arise during the construction phase of the project. The project team is confident that it has a risk management plan in place to address any risks that do materialise.

**Question Two**

If land south of the Wroughton Road came into the Local Plan when it is rolled forward, would it be more appropriate for distribution warehousing development than land in West Wichelstowe?

**Response (given verbally at the meeting)**

The adopted Swindon Borough Local Plan at Policy NCI (Wichelstowe) states that Wichelstowe should provide, inter alia, 12.5 hectares of employment land within Class B1 and B2. Therefore at present no land is allocated within Wichelstowe for warehousing (B8). Land south of Wichelstowe will be assessed for potential uses to meet the identified needs through the Local Plan review (as will other land on the edge of Swindon), taking into account the existing known constraints including the mitigation area for the Wichelstowe development

**From Mark Thorne, Senior Planning Manager, St Modwen**

### **Question**

St. Modwen should be grateful if the SWLEP Board would confirm that the location of the site falls within both the 'Swindon-M4 Growth Zone' and the 'A350 Growth Zone' identified within the Swindon and Wiltshire Strategic Economic Plan and that the development potential at Junction 17 is specifically identified as being an important focus to facilitate inward investment (as at Page 19, Swindon and Wiltshire Strategic Economic Plan, January 2016).

### **Response**

The Swindon and Wiltshire Local Enterprise Partnership Board is in receipt of a report to its meeting on the 24 January 2018, which confirms that the proposed development at Junction 17 of the M4 is located "at a key intersection of two of the SWLEP's growth zones – Swindon and the M4 corridor and the A350." The Strategic Economic Plan, revised in 2016 specifically mentions the importance of the development of Junction 17 to draw out investment from Bath and Bristol to the west.

In addition, the question was also dealt with further at the meeting under Item 4.4 of the agenda. Section 4.4 Spatial Planning – overview of potential development of the minutes refers.

**From Dr Nick Murry, Wiltshire Councillor (Chippenham Monkton) and  
Chippenham Town Councillor (Monkton Ward)**

### **Question One**

For the proposed scheme to achieve the overall net benefit aspired to, it is dependent upon a key assumption about traffic, namely that Station Hill and Cocklebury Road (and adjoining roads such as Monkton Hill and New Road) are capable of taking significant additional volumes of vehicles. Given the existing congestion on these roads, which at peak times can mean vehicles queuing beyond the former College building and into Sadlers Mead, plus the projected increased traffic as a result of other development, it is concerning that this assumption seems not to have been tested, and could be seriously flawed. Will the LEP Board please take this into account in revising its cost benefit analysis and risk assessment, and give its assurance to existing residents, businesses and rail users (who will disproportionately bear the social and economic costs of the scheme) that traffic congestion and air pollution in this part of Chippenham will not be made worse than it already is?

### **Question Two**

The Risk Assessment highlights the possibility of planning permission being refused due to shortcomings in the application and/or local opposition. Has the possibility of planning permission being refused for the Phase 2 multi-storey car park been sufficiently considered, particularly given that it would be in a Conservation area, adjacent to and overlooking a riverside park, which is Chippenham's most valuable centrally located, public open green space? Have Wiltshire Council's Conservation and Archaeological teams been consulted and the probability of actually obtaining planning permission for this phase been assessed? Would it not be more sensible to restrict the amount of physical development on the existing car parks and retain some of these spaces, thereby negating the need for a potentially highly controversial multi-storey replacement?

### **Response**

The questions were received too late for a written response, but Cllr Murry was invited to address the Board at the meeting during discussion of Item 5.1 of the agenda. Section 5.1 Chippenham Station Hub Scheme – Outline Business Case of the minutes refers.



	<b>Joint Strategic Economic Committee (JSEC)</b> <b>21 February 2018</b>
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<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	Joint Strategic Economic Committee – Wednesday, 21 February 2018		
<b>Subject:</b>	SWLEP Programme Highlight Reports		
<b>Attachments:</b>	None		
<b>Author:</b>	Ian Durston	<b>Total no of sheets:</b> (inc cover sheet)	13

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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## 1. Purpose

A summary of the status of each LGF project (and other LEP projects) is presented to the Board in order to communicate the status of all projects and to demonstrate that projects are being managed in line with the LEP Assurance Framework. These summaries are based on individual highlight reports produced for each project that have been reviewed and approved by the Commissioning Group. Copies of the individual highlight reports can be found on the SWLEP website under publications or by following the link below <https://www.swlep.co.uk/resources/document636517816450686000.pdf>.

## 2. Summary

Six projects have been identified by the Steer Davies Gleave review as 'high risk' projects that warrant specific attention in this summary. They are:

### Chippenham Station Hub

Phase 1a (gate-lines and ticket hall) has begun with construction work being carried out at the station. There have been delays to the production of the Full Business Case for phase 1b (lift access) due to the availability of Network

Rail resource. An Outline Business Case for the remaining phases of the project is being submitted to the January Board for approval to enable development work to continue on these phases.

### **A350 Yarnbrook / West Ashton**

A consultation on the revised planning submission (based on a new design to accommodate bats) is currently taking place with approval scheduled for April 2018. Funding to cover the associated cost increase has been applied for from the Housing Infrastructure Fund (HIF).

### **Salisbury Central Car Park and Maltings**

Reaching an agreement with THE Real Estate has caused some delay to the project timescales. A change control for this has been agreed by the Commissioning Group and the new milestone dates will be reflected in the next set of highlight reports.

### **Swindon Bus Exchange**

A preferred design has now been approved by Swindon Borough Council (SBC) Cabinet. Costs have increased and a Housing Infrastructure Fund application and Land Release Fund application has been made to cover these. A delivery programme will be produced when funding is secured.

### **New Eastern Villages**

**Southern Connector Rd** – costs have increased due to design requirements to mitigate archaeological discoveries. An application has been made to Housing Infrastructure Fund to cover these. Meeting with twenty land owners has been held. One Compulsory Purchase Order (CPO) will be necessary which will be considered at March SBC cabinet.

**A420/Gablecross** - SBC is reviewing design options. An update to the project plan will be produced when preferred option selected.

**Wichelstowe Southern Access**

Work is ongoing to progress planning, modelling and Outline Business Case development (to be ready for March Board meeting).

Highlight Reports are available for all other projects, summaries of which are shown in this paper.

The following statistics summarise the status across all of the projects:

- There are 28 live projects covered by the highlight reports and two potential projects (the Salisbury Plain Heritage Centre and the Swindon Museum and Art Gallery).
- Three projects (11%) are completed
- Ten projects (36%) are rated GREEN
- Six projects (21%) are rated AMBER GREEN
- Six projects (21%) are rated AMBER RED
- Three projects (11%) are rated RED (Swindon Bus Exchange, New Eastern Villages A420 Gablecross and the New Eastern Villages Southern Connector Road).
- Three projects have improved their RAG ratings since the last report, and two have got worse.

**3. Recommendations**

The Board is asked to approve the Commissioning Group's assessment that the highlight reports are an accurate representation of the current status of all LGF projects.

**4. Highlight Report Summaries**

Summaries of all highlight reports are shown on the following pages:

**Local Growth Fund – High Risk Projects**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1617/004/CSH	Chippenham Station Hub	WC	AR	AR	Scheme has now been agreed to be un-retained and in future will be spilt into individual phases. FBC for Phase 1 part (a) agreed and work commenced. OBC for overall scheme submitted for January Commissioning Group.
LGF/1617/009/YWA	A350 Yarnbrook/ West Ashton	WC	AR	AR	Redesign to accommodate bats has resulted in a cost increase leading to a funding viability gap. An application has been made to the Housing Infrastructure Fund for the required funds. Planning application in progress.
LGF/1718/003/CCPM	Salisbury Central Car Park and Maltings	WC	G	AR	The Council awaits confirmation from THRE that the proposed Heads of Terms are acceptable to the company. A change request has been submitted requesting an amendment to the milestone timeframes and financial profile to reflect the current position
LGF/1617/008/SBX	Swindon Bus Exchange	SBC	R	R	Preferred design now approved by SBC Cabinet. Funding gap being addressed by applications to Housing Infrastructure Fund and Land Release Fund. Delivery programme, including the interim milestones, will be reviewed and updated when outcome known.
LGF/1516/003/EV (iv)	New Eastern Villages Southern Connector Road	SBC	R	R	Overall scheme cost increase due to land assembly revised cost estimates, additional road length and structures to mitigate environmental and archaeological impact, contingency and optimism bias allowance. Submission to Housing Infrastructure Fund has been made. Result known in Summer 2018. Meeting with twenty land owners has been held. One Compulsory Purchase Order (CPO) will be necessary which will be considered at March SBC cabinet.
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross	SBC	R	R	Costs and scheme design options under review. Change Control to be submitted. Additional land may be required to deliver the optimum junction improvement.

LGF/1617/002/WI	Wichelstowe Southern Access	SBC	AG	AG	Work is ongoing to continue planning, modelling, and development of business case. The team has commenced design discussions with Highways England. Outline Business Case scheduled for early 2018.
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**Local Growth Fund (Growth Deals 1 and 2)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/001/A350	A350 Improvements	WC	Complete	Complete	
LGF/1516/002/A429	A429 Malmesbury	WC	Complete	Complete	
LGF/1516/004/PSP	Porton Science Park	WC	AG	G	Building nearing completion. Discussions with prospective occupiers are progressing. Operational Manager appointed.
LGF/1617/001/A350	A350 Dualling Bypass (Badger – Brook + Chequers)	WC	G	G	Works underway (commenced July 2017) . Progressing well. Due for completion in August 2018.
LGF/1617/007/MH	Mansion House (Corsham)	WC	AR	AR	Preferred Contractor selected. Updated OBC submitted to January Commissioning Group. Construction expected to start in Feb 2018 with completion in November 2018.
LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	WC	AG	AG	Works commenced in August 2017. Progressing well. Completion expected in February 2018.
LGF/1617/009/UFB	Ultra Fast Broadband	WC	G	G	The contract to deliver Ultrafast broadband in the north of the county has been awarded to Gigaclear Plc and the contract to deliver the service in the south of the county has been awarded to BT. Mobilisation of the contractors is currently underway.
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	AG	AG	Detailed design of year 3 scheme elements is being progressed. Some elements of town centre scheme will move into 18/19. Change Control submitted.

LGF/1617/003/SRT	Swindon Rapid Transit	SBC	AR	AR	Bus Rapid Transit route between Wichelstowe and Swindon Town Centre is to be delivered during the period 2017/18. FBC submitted for January Commissioning Group subject to review by ITA. Work in progress on Tadpole Farm and NEV schemes.
LGF/1617/006/JNC16	M4 Junction 16	SBC	G	AG	Project progressing well. Completion now scheduled for April 2018.
LGF/1617/010/SPHC	Salisbury Plain Heritage Centre	WC			Dependent on result of application for Heritage Lottery Funding Highlight Report to be produced if project goes ahead.
LGF/1617/011/SMAG	Swindon Museum and Art Gallery	SBC			Dependent on result of application for Heritage Lottery Funding Highlight Report to be produced if project goes ahead.



Local Growth Fund (Growth Deal 3)					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1718/001/WCS	Wiltshire College - Salisbury	Wiltshire College	G	G	Stage 2 design work complete. Stage3 design work underway.
LGF/1718/002/WCL	Wiltshire College - Lackham	Wiltshire College	G	G	Stage 1 design work complete. Stage 2 design work underway.

**Department for Transport – LGF (Growth Deal 1)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	AR	AG	Preliminary design work on track for completion in March 2018.
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout (Package 1)	SBC	Complete	Complete	
LGF/1516/003/EV (iib)	New Eastern Villages - West of A419 (Package 2)	SBC	G	G	Project still within original predicted budget. Scheme spend estimated to start in 2019/20. Scope of work dependent on comprehensive NEV access strategy and developer proposals.

**Department for Transport - Retained**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (v)	New Eastern Villages White Hart Junction	SBC	AR	G	Milestones now re-baselined. Cost estimate has been reduced by £5m. Land assembly cost estimates will be confirmed once a preferred design has been approved. Dedicated design team is in place and is progressing design work.
LGF/1516/003/EV (vi)	New Eastern Villages Business Case	SBC	AG	AG	Atkins has produced the Options Appraisal Report and Appraisal Specification Report ready for submission to the DfT.

**City Deal**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/006/CD	Higher Futures	WC & SBC	AR	AR	The new approach of a broader skills brokerage service has been agreed by Central Government. Target numbers of learners remain a challenge.

**Careers and Enterprise Company (CEC)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network	WC & SBC	G	G	Project going well with 51 schools/colleges & 43 Enterprise Advisers engaged. Mentoring also now underway.

**Department of Business Energy and Industrial Strategy (BEIS)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/002/GH	Growth Hub	LEP	G	G	Over 1,500 people visited new Growth Hub portal since launch at SWLEP Annual Conference on October 5 <sup>th</sup> . Work being scoped for inclusion of SWLEP and Higher Futures websites on the platform.

**Growing Places Infrastructure Fund (GPIF)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GPIF/001/CAS	GPIF – Castledown Business Park	WC	<b>G</b>	<b>G</b>	£2.54m loan paid to project in 14/15. Repayment to be made in March 2018.
LEP/GPIF/002/KIM	GPIF - Kimmerfields	FSL			GPIF Loan no longer required
LEP/GPIF/003/PL	GPIF – Park Lane Corsham	Bath ASU			GPIF Loan no longer required
LEP/GPIF/004/WCH	GPIF - Wichelstowe	SBC			GPIF Loan no longer required




## Key

### Project Status

	Red	Amber Red	Amber Green	Green
	<b>R</b>	<b>AR</b>	<b>AG</b>	<b>G</b>

See below for RAG rating methodology

### Direction of Travel

-  Project status expected to remain same going forward
-  Project status expected to improve going forward
-  Project status expected to get worse going forward

### Milestones

**BLUE** – complete, **GREEN** - on track, **AMBER** - at risk, **RED** – will be late/is late.

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