

 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Minutes of Infrastructure, Ideas and Place (IIP) Subgroup Meeting 24 June 2021
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Date: Thursday, 24 June 2021
Time: 9.15am – 11.15am
Venue: via Microsoft Teams call

Name of Member	Organisation	Attendance
Claire Alexander (CA)	SWLEP	✓
Paddy Bradley (PB)	SWLEP CEO	✓
Phil Clement (PC)	SWLEP	Apologies
Dragana Houston (DH)	SWLEP	✓
Debby Skellern (DS)	SWLEP	✓
Pam Webb (PWe)	SWLEP Director	✓ - left at 10.55am
Suzanne Wigmore (SW)	SWLEP Director	✓
Guest(s)		
Chair	Paddy Bradley (PB), handing over to Suzanne Wigmore (SW) at Item 4.0	
Minutes	Deborah House (DKH)	

Item	Narrative	Deadline
1.	Welcome, introductions and apologies	
	The meeting opened at 9.18am. PB welcomed everyone to the inaugural meeting of the Subgroup and outlined the reasons and background to the meeting.	
2.	Roles and responsibilities	
	DS presented to the meeting. The presentation can be accessed by following the link below. https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/infrastructure-ideas-and-place-subgroup/iip-role-and-responsibilities-240621.pdf?sfvrsn=7a460edf_4 Terms of reference	

Item	Narrative	Deadline
	<p>Appropriate levels of confidentiality within the Subgroup were stressed, and conflicts of interests should be declared. If an item required a confidential discussion, then it would be flagged on the agenda and managed as the SWLEP did with all confidential discussions. However, it was not anticipated that such actions would need to be followed very often as SWLEP was generally dealing with matters of public interest. This protocol would be implemented across all Subgroups.</p> <p>An amendment was suggested to the Terms of Reference to clarify the position regarding a quorate meeting to include two Directors, one of which could be the Chief Executive.</p> <p>Action: DS to amend Terms of Reference to reflect discussion.</p> <p>PB advised that the aim was for a paper to be available for information from each of the Subgroups at the Board meeting.</p> <p>Project oversight and monitoring See item 3.0.</p> <p>Growing Places Infrastructure Fund (GPIF) GPIF was aligned to the Local Industrial Strategy where possible. The increase in jobs and employment space was taken into account together with the prospect of increasing turnover and improved profit margins. Loans were much easier to distribute than grants and also brought SWLEP revenue from the interest.</p> <p>Inward Investment Programme See Item 3.0.</p> <p>Business representation Identifying business representatives to join the Subgroup with the right skill set and time to become involved was an issue. One solution proposed was to attract recently retired business leaders, who would have the time to support and still have the necessary business skills. In addition, the Subgroup could be renamed to be more engaging, for example, the Innovation for Growth Subgroup. This would be explored as the Swindon and Wiltshire Plan for Growth was developed. SWLEP would continue to use networks to extend its reach.</p> <p>Chair and Deputy Chair SW would take over the role as Chair of the Subgroup and PWe would act as Deputy Chair.</p>	July 2021
3.	Local Industrial Strategy and the Plan for Growth	

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	<p>Strategic priorities</p> <p>DS spoke to the paper. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/infrastructure-ideas-and-place-subgroup/iip-lis-and-business-action-plan-21-22.pdf?sfvrsn=b7df1cc6_4</p> <p>Points made were:</p> <ul style="list-style-type: none"> • DS did not believe the priorities contained in the Local Industrial Strategy would change greatly, however additional work was required to ensure the Swindon and Wiltshire Plan for Growth sufficiently responded to the Net Zero, internationalisation and levelling up agenda; • in terms of Good Growth for Salisbury, funds had been allocated to Wiltshire Council to undertake the development work (£100,000 towards Illuminating Salisbury and £393,000 towards People Friendly Streets) on the understanding that this would be returned if the project were not implemented within five years, a situation agreed by the S151 Officer. It was believed that these projects could eventually go ahead, but may fall outside the five-year term; • other funding had been allocated to re-branding Salisbury post-Novichok and the Riverpark development; • there were ongoing discussions with Swindon Borough Council about the progression of transport and energy studies involving the use of the Honda site; • the Inward Investment programme was a joint EU-funded initiative which was due to finish in December 2021. SWLEP was a major source of match-funding into that programme. When it ended, Swindon and Wiltshire would not have an Inward Investment programme backed by a similar level of funding. This Subgroup would have a role in determining whether the SWLEP would get involved in Inward Investment and help shape its future activity. <p>Business Action Plan 2021-22</p> <p>DS spoke to the paper. The presentation can be found by using the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/infrastructure-ideas-and-place-subgroup/iip-lis-and-business-action-plan-21-22.pdf?sfvrsn=b7df1cc6_4</p> <p>The main points raised were:</p>	

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	<ul style="list-style-type: none"> the promotion of The Great West Way had been affected by the pandemic and the impact on tourism businesses. DCMS had now published its tourism recovery plan, which included the decision to drop the development of tourism zones. The department was continuing the review of Destination Management Organisations (DMOs) and hoped to publish its report in line with the comprehensive spending review in November; and DH spoke about the Devizes Gateway, a new rail station for the town which was included in the SWLEP's Rail Strategy. The Devizes Gateway proposal had been awarded £50,000 from the Restoring the Railways Fund to produce a feasibility study. There were a great number of heritage assets in Devizes, several of which were seeking support to renovate their facilities. A new station at Devizes could potentially increase visitor numbers and would be well placed to enable visitors to access the World Heritage sites of Avebury and Stonehenge. SWLEP had offered to assist partners behind the Gateway project support to develop a prospectus to bring this total offer together. <p>Action: DS to share information on the Great West Way initiative.</p> <p>Action: DS to add the Devizes Railway prospectus to the Business Action Plan performance targets.</p> <p>The main function of the Subgroup was to monitor existing projects and the mobilisation of new ideas.</p>	<p>July 2021</p> <p>July 2021</p>
4.	Items for the next meeting	
	<p>SW took over the agenda at this point in her role as Chair and offered thanks to DS for the preparation of the meeting.</p> <p>Reporting</p> <ul style="list-style-type: none"> LGF projects would continue to follow the formal structure of reporting to BEIS. Other projects would be reported through this Subgroup via highlight reports which would be a standing item on the agenda. PB explained that DS' role as Director of Strategy and Policy was to be responsible for developing projects to the point at which they became operational. At this point they would be handed over to CA as Director of Programmes to manage performance. <p>CA explained that the transition process usually followed the route of the Business Cases. There was an Outline Business Case (OBC) and a Full Business Case (FBC) although the FBC was only used for transport schemes. In general terms, once SWLEP funding for an OBC had been approved by the Board, it</p>	

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	<p>passed from DS to CA.</p> <p>The OBC for the Innovation Centre for the Circular Economy (ICCE) would be discussed at the July Board. £200,000 LGF had been awarded to the scheme to extend the OBC for the NCC site at Wroughton. SWLEP would not deliver this project. It would however continue to be involved to offer advice and guidance and a small amount of money had been allocated towards the design costs of an investment prospectus.</p> <p>A pipeline of LIS projects was being mobilised. There were however a number of unknowns in the landscape in relation to the availability of funding and the future role of LEPS.</p> <p>Items for the next meeting were:</p> <ul style="list-style-type: none"> • Terms of Reference (ToRs) updated appendix; • monitoring of projects and programmes via highlight reports; • Inward Investment programme current state of play; and • Update on the emerging Plan for Growth. <p>DS would be the SWLEP lead for the Infrastructure, Ideas and Place Subgroup and CA for the Business Environment Subgroup. Attendance at each other's Subgroup would be dependent on the agenda.</p>	
5.	AOB	
	There were no AOB.	
	<p>Future dates</p> <p>September 2021 – still to be confirmed</p> <p>November 2021 – still to be confirmed</p>	
	Meeting closed at 11am.	