

Coast to Capital – Board Meeting No. 39

19 April 2018: 5:00pm – 7:30 pm

Shoreham Port, Southwick, Brighton, BN42 4ED

AGENDA

Time	Item	Agenda item	Action	Part
5:00pm	1	Introduction: a) Welcome and Apologies b) To Review Public Comments c) Minutes from last meeting and Matters Arising d) Chairman's Committee Minutes * e) Project Spotlight – West Sussex	Record	A B
5:05pm	2	Declarations, Disclosures and Conflicts of Interest – <i>presentation by Tony Kershaw (WSCC Monitoring Officer)</i>	Discussion	A
5:15pm	3	Independent Scrutiny Report Recommendations – <i>Karen Dukes (Independent)</i>	Discussion	B
5:40pm	4	Strategic Economic Plan and Local Industrial Strategy	Decision	A
6:40pm	5	Business Plan & Budget	Decision	B
7:00pm	6	Chief Executive Report	Note	A
7:20pm	7	Close: a) AOB b) Future Meetings	Note	B

A – Agenda and minutes to be posted in the public domain

B – Papers not for publication in advance of meeting; minutes and papers posted in the public domain, as appropriate, afterwards.

** - this paper is **not** for publication*

Future Meetings 2018

Wednesday 4 July at 5pm; Thursday 19 July Annual General Meeting; Thursday 18 October at 5pm

**Coast to Capital Board Meeting 38
Wednesday 31 January 2018, 5:00pm
The Council Chamber, Croydon Town Hall,
Katharine Street, Croydon, CR0 1NX**

Meeting Minutes

Board Members:

Tim Wates (TW) - Chairman, Steve Allen (SA) – Vice Chairman, Daryl Gayler (DG), David Hodge (DH), Louise Goldsmith (LG), Martin Heffer (MH), David Hodge (DH), Debra Humphris (DJH), Phil Jones (PJ), Mike La Rooy (MLR), Tony Newman (TN), Ravi Shankar (RS), Jonathan Sharrock (JS), Garry Wall (GW)

Attendees:

Katharine Eberhart (KE) – Director of Finance West Sussex County Council, Cath Goodall (CG) - Cities & Local Growth Unit, Kirsten Trussell (KT) (Items 1-5 only); Anthony Middleton (ALRM) (Items 1-5 only); Katie Nurcombe – Coast to Capital

Guests:

Manju Shahul-Hameed (MSH), Cabinet Member for Economy and Jobs, London Borough of Croydon Council.

Kathryn Hall (KH), CEO Mid Sussex District Council, Lee Harris (LH) Executive Director, Economy, Infrastructure, Environment, West Sussex County Council; Karl Roberts (KR), Director of Place, Arun District Council, and Lee Sambrook (LS), Head of SE & E Engagement Team, CPD Division Department for Transport – Item 3 only.

Part A items will be published. Part B items will also be published unless specified otherwise.

Introduction

TW thanked TN for his generous hospitality.

1. Introduction (Part A)

a) Welcome and apologies

TW welcomed RS to his first Board Meeting in his new role as Co-opted Board Director and Finance Sponsor.

TW welcomed MSH to her first Board meeting as Tony Newman's deputy and successor to Mark Watson. TW expressed the Board's gratitude to Mark for his contribution to the work of the LEP over 18 months.

Apologies from David Joy, Nick Juba, Julie Kapsalis, Amanda Menahem and Warren Morgan were noted.

b) Minutes from last meeting and Matters Arising

The Board noted that all items on the schedule of Matters Arising were either completed or included under separate agenda items

The Minutes were noted as a true and accurate record of the meeting and were signed by the Chairman.

c) Declarations, Disclosures and Conflicts of Interest

The Board noted the importance of declaring conflicts of interest in relation to agenda item three, Critical Projects Review.

d) To review Public Comments

No comments had been received.

2. LEP Accountable Body Arrangements (Part B)

JS presented the recommendation from the Audit Committee to appoint one Accountable Body to support Coast to Capital's operations. It was noted that Government was clear that this change needed to be made to resolve its only concern in relation to Coast to Capital's governance.

The Board **approved** the recommendation to appoint one Accountable Body.

3. Critical Projects Review: A2300 and A29 (Part B) - this item will be published with some detail redacted

Due to a non-trivial conflict of interest TW left the room and this item was chaired by SA.

JS introduced the Critical Projects Review on the A2300 and A29 road schemes.

KH and LH gave a presentation on the A2300 and answered questions from Board members.

It was noted that:

- The planned development around Burgess Hill was significant and would make a vital contribution to housing and business space in the area
- The work required to deliver a Full Business Case had been brought forward to July 2020. The Department for Transport welcomed this move but felt that the timetable was still tight and wanted further evidence that it was realistic.
- This work was significant, and would require dedicated resources. Work was underway to identify these, either from local partners or from the Department for Transport. WSCC indicated that they acknowledged the importance of this issue.
- The Mid-Sussex Local Plan was expected to be adopted in February or March
- Garry Wall had met with a number of senior Ministers who were supportive of the scheme

KR and LH gave a presentation on the A29 and answered questions from Board members.

Whilst it was noted that the projects were currently rated amber/red due to delays to the timetable the Board acknowledged the actions that were being taken to address these concerns.

The Board noted that given the focus on governance from Government it was right for the Board to scrutinise these projects, in order to understand and respond appropriately to the identified risks. This was consistent with the role of the LEP in holding delivery partners to account for LGF expenditure. It was noted that Coast to Capital should focus on where it could add most value. This would help to increase the Board's assurance about the delivery of this work.

It was agreed that Coast to Capital should demonstrate leadership and use its influence to help progress the projects. The first step would be to set up a Working Group, which SA would chair and which would help identify and encourage actions and subsequently report back to the Board. It was noted that Local Authority representation was important and should also include Highways England.

Action – SA to lead a Working Group on the A2300/A29 which is to report back to the Board.

KH, LH, KR and LS left the meeting.

TW returned to the room.

4. Projects Report (Part B)

Spotlight – Croydon

TW invited TN to comment on Croydon highlighting the investments that Coast to Capital had made in Croydon through both the Local Growth Fund and the Growing Places Fund.

In line with a new approach to join project review visits in advance of the meeting, some Board members had visited the ongoing refurbishment of Fairfield Halls which had been funded by Coast to Capital. The project was progressing well and would support the transformation of Croydon and the regeneration of the town centre. TW thanked TN for arranging the tour and for the welcome at Boxpark at the beginning of the tour.

Local Growth Fund Financial Update

No comments were received by Board members on the recommendation set out in the paper in relation to capital flexibility releases and that the Chief Executive be given delegated authority to agree the final year end release projects and amounts.

5. Draft Strategic Economic Plan and Local Industrial Strategy (Part A)

JS gave an update on progress in relation to the development of the Strategic Economic Plan (SEP) which would be ambitious, compelling, credible, and based on evidence and expertise. It would define our model for growth, place our region in a national context and challenge complacency. Discussions had highlighted the importance of the brand/image of the region and professional advice would be taken on how to communicate our unique offer.

JS confirmed that the SEP would lead to Local Industrial Strategy negotiations and our offer would address the three regional issues of sustainable growth, relationship with London and opportunity for trade. The region was uniquely placed to help lead a national debate on these. This would be taken in the wider national context of digital disruption and changing demographic which Board members felt should be expressed as a positive opportunity for the region.

JS presented early ideas on priorities, objectives and outcomes under the five drivers of the Industrial Strategy; infrastructure, place, people, ideas and business environment and welcomed comments from Board members.

There would be three stages of development which would lead to Local Industrial Strategy negotiation in 2019 which included preparation of the document, engagement and advocacy. The Board would receive a full document at the next Board meeting in April with a view to the document being published in the spring and launched at the AGM in July.

KE left the meeting.

6. Draft Business Plan (Part B)

JS presented the proposal for the Business Plan which would be developed alongside the SEP. The Board noted that Government had confirmed core funding for two years with a flat cash settlement of £500,000. This was subject to full compliance with an evolving Assurance Framework in the first year and the LEP Review recommendations in the second. JS confirmed that further advice would be presented on resources needed to deliver Coast to Capital's ambitions. The LEP's relationship with all partners in the region including Districts and Boroughs would be reconfirmed. The Board was content with the principles set out in the paper.

7. Chief Executive Report (Part B)

JS outlined his report, of particular interest:

The Board Development Day took place in November at the Roffey Park Institute. The day was very useful for those that attended and was the start of an ongoing process to strengthen the Board's ability to work effectively together. The next phase of the work would be to develop a formal Board appraisal process which would include an assessment of skills and be a continuation of the Board's development.

The Annual Conversation with Government had taken place in December 2017 and had concluded that Coast to Capital had good governance arrangements in place, subject to moving to one Accountable Body. Coast to Capital had taken part in piloting a deep-dive review in January 2018 to help the Government Internal Auditors develop a model for LEP project assurance. Feedback from this had been very positive and auditors had made no recommendations on improvements needed to our processes. A more detailed note was expected on the case file review. In addition, an independent scrutiny review of the Assurance Framework would be undertaken by Karen Dukes, formerly of PWC, in February.

JS directed the Board to a supplementary paper which confirmed that Government had published its Best Practice Guidance on Local Enterprise Partnership governance and transparency. Coast to Capital would need to comply with the guidance by 28 February to confirm compliance with the Accountable Body and Government. The Board approved the updated Assurance Framework and related Annexes. The Board also approved the standardised process of marking documents which are not for publication as 'Confidential'. The Board noted that the Accountable Body would need to provide formal final endorsement before the updated Assurance Framework could be published but KE had verbally confirmed that the Code of Conduct and Declaration of Interests form could be completed and only minor drafting changes would be recommended to the document.

JS informed the Board that there were a number of strategic railway projects taking place across the Brighton Mainline network. The Board noted that as a result of the Brighton Mainline Improvement Programme the line between Preston Park and Three Bridges would be closed for nine days in October 2018 and nine days in February 2019. Coast to Capital had a key strategic role in bringing partners together and coordinating activity and messages across this and other projects such as the Brighton Mainline Upgrade (Windmill Bridge Junction) and the Gatwick Airport station development.

8. Close

a) Future Meetings

Board meetings in 2018 would take place at 5:00pm on the following dates and locations:

- Thursday 19 April – West Sussex
- Wednesday 4 July – Surrey (Reigate & Banstead)
- Thursday 18 October - Brighton

Each meeting would start with the opportunity to join a project review visit in the location of the meeting from 3:30pm to 4:30pm.

The SEP was expected to be launched in the spring and the AGM would take place on Thursday 19 July in Brighton.

b) Board

TW warmly thanked MH and AM for their commitment, support and input during their time as Board members as their terms were due to end at the end of March.

Board Meeting – 31 January 2018
Matters Arising Schedule

Meeting Ref.	Action	By	Status
Board meeting 09.03.17 Minute item B5 New Assurance Framework (AF)	To arrange risk management training session for interested Directors	JS	This will be incorporated as part of the Board Development programme.
Board meeting 16.11.17 Minute item - 3 ESIF Progress	To consider the skills, expertise and experience of other parts of England to inform a new approach to ESIF.	JS	Ongoing work.
Board Meeting 31.01.18 Minute item – 3 Critical Projects Review	Steve Allen to lead a Working Group on the A2300/A29 which is due to report back to the Board	SA	Working closely with WSCC, MSDC and DfT to take this work forward. Attended recent DfT project review meeting.
Board Meeting 31.01.18 Minute item – 7 Chief Executive Report (Part B)	Development of formal Board appraisal process to include an assessment of skills and to be a continuation of the Board's development.	HN	This was agreed by the Chairman's Committee. A new questionnaire has been produced for Board members. Information gathering stage will commence in April/May with the start of the new Governance Officer.

Meeting:	Coast to Capital Board Meeting no. 39
Date:	19 April 2018
Report Title:	Project Spotlight - West Sussex
Report by:	Cali Gasson
Item No:	1e

Recommendation:

1. To note the investments that Coast to Capital has made in West Sussex through the Local Growth Fund.

1.0 Summary

This paper forms the second recurring projects 'spotlight' report to highlight LEP projects within the relevant geographic region of the location of each Board meeting. This report will follow the Board Site Visit to Shoreham Port, with the aim to provide Board members with a greater level of insight into Local Growth Fund projects and their impact across the region.

2.0 Spotlight on West Sussex

- 2.1 Over the last two years the Board has made consistent investments in West Sussex. To date Coast to Capital has provided £118million of Local Growth Funding to a total of 35 projects within West Sussex. This makes up 43% of our total investment across the region. The below table provides information on the projects within the nearby vicinity of the Board meeting, plus a list of the portfolio of projects that fall within the West Sussex area. This will be combined with supporting images at Annex A, and further facts about West Sussex at Annex B.

Project Name	Project Description & Status	Key Outputs	Target Completion Date
Shoreham Port LGF Investment £1.1m Match Funding £2.95m Delivery Body – Shoreham Port Authority	This project and the LGF funding was to purchase Maritime House to safeguard the future of the business centre in the building and at the same time protect the port. Maritime House was on the market for sale with the likelihood of being converted to apartments under permitted development rights. Without funding from the LEP, there could have been loss of valuable business space. Shoreham Port has owned Maritime House since completion on 31st March 2017. The	New Jobs – 40 Safeguarded Jobs – 110 Floor space target – 1,600sqm Floor space Progress – 1,100sqm	Completion date – Q4 2018 RAG - Green

	Port is spending considerable sums in improving the facilities and the building for all tenants and looking to bring unused areas back into rentable units.	Number of enterprises receiving non-financial support - 75	
Shoreham Flood Defences – ATW LGF Investment - £6,000,000 Match Funding £35,762,228 Delivery Body – Environment Agency	<p>The Shoreham Adur Tidal Walls scheme covers the east and west banks of the River Adur at Shoreham-by-Sea (a 7.2 km stretch of the river).</p> <p>The main flood risk is from overtopping or catastrophic breach of defences during a flood event. Due to the low lying nature of large areas of Shoreham Beach and Lancing on the west bank, the onset of flooding would be rapid with fast flowing water up to 1.8m deep over large residential areas, with a high risk of death and injury. The flooding of these low lying areas would also cut transport links, marooning more than 1400 properties in the higher areas of Shoreham Beach and making access difficult or impossible for emergency services.</p> <p>The LGF funding is assisting to help to protect commercial and residential property, and to integrate a comprehensive floor defence scheme in accordance with the emerging Adur Local Plan to support future economic growth.</p> <p>This scheme is currently delivering on site, and is due to complete this year.</p>	<p>Jobs arising from enhanced flood protection – 4,450</p> <p>Commercial floor space arising from enhanced flood protection – 36,600sqm</p> <p>Housing arising from enhanced flood protection – 2,320sqm</p> <p>Number of properties with reduced flood risk – 2,328</p> <p>Commercial infrastructure protected - 169</p>	<p>Completion date – 1st December 2018</p> <p>RAG - Green</p>
Shoreham Flood Defences – WHA LGF Investment – £3.5m Match Funding – £1.20m Delivery Body – Adur & Worthing Councils	<p>The Shoreham Western Harbour Arm project will deliver a flood risk management scheme at the Sussex Yacht Club on the Western Harbour Arm. This scheme through the LGF will support the need to focus on the weakest part of the WHA to enable a more comprehensive solution in this area, which in turn will safeguard existing town centre businesses and provide an unrestricted flow of traffic on the A259,</p> <p>The Council have been in protracted negotiations with Sussex Yacht Club for most of 2017, and negotiations have been drawn out due to the complex nature of the deal. It is anticipated that planning application will be submitted by SYC in February 2018 and it will take 9 months for all approvals (Marine Management Organisation, Environment Agency etc) to be agreed. Once all approvals have been</p>	<p>Indirect jobs created – 320</p> <p>Jobs protected from flooding – 120</p> <p>New cycle ways – 255m</p> <p>Homes protected from flooding – 120</p> <p>Indirect private sector leverage – 209m</p> <p>Area of land experiencing a reduction in flooding</p>	<p>Completion date – 31st March 2020</p> <p>RAG - Amber</p>

	<p>reached the contract will exchange and complete and the Council will acquire the land needed for the flood defence. The Council's involvement then pauses while SYC develop their new yacht club facility on the site which will take approximately 18 months to build. Once the new facility is occupied the Council will receive vacant possession of the land, and will demolish existing facilities, construct the new flood defence wall, cycle and footpath with an estimated construction period of 8 months.</p>	<p>likelihood – 16,003sqm Employment space protected – 12,00sqm</p>	
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List of other projects within the West Sussex area;

- A2300
- A29
- A259
- A284
- Adur Civic Centre
- Aldingbourne Trust
- Arundel Lido
- Bognor Regis Creative Digital Hub
- Burgess Hill Infrastructure Package
- Burgess Hill Sustainable Transport Package
- Business Finance
- Crawley College STEM Centre
- Crawley Growth Programme
- Crawley Queens Square
- Decoy Farm
- Downs Link & NCN2
- Gatwick Railway Station
- Growth is Digital – Digital Infrastructure
- Haslett Avenue
- Horley Business Park Infrastructure
- New Monks Farm
- Novartis
- Ricardo Hybrid Powertrain
- RTPi Crawley
- Southern Gateway Chichester
- Teville Gate Worthing Central
- Union Place Worthing Central
- University of Chichester Digital Technology Park
- Worthing Sustainable Transport Package

Annex A- Images

Shoreham Port & Maritime House



Shoreham Flood Defenses – Adur Tidal Walls

Flood Defense Wall at E3



Flood Glass at W2



University of Chichester Engineering and Digital Technology Park



Aldingbourne Trust



Crawley Queens Square



Annex B

1.0 Facts about West Sussex

1.1 Statistics

- West Sussex covers an area of 199,086 hectares and has a population of 843,000
- West Sussex has 190,000 people aged 65+ which is 23% compared to the average of 18% in the UK.
- The employment rate is 80.5% which is 6% higher than the UK average.
- The Economic output of West Sussex is £21.6billion, which is 42% of the Coast to Capital region's economic output.
- Crawley is the largest town in the county with an estimated population of 111,375.

1.2 History

- Habitation in West Sussex goes back to the Old Stone Age.
- The Kingdom of Sussex was absorbed into Wessex as an earldom and became the county of Sussex.
- In 1974, West Sussex was made a single ceremonial county with the coming into force of the Local Government Act 1972.

1.3 Transport

- Most settlements in West Sussex are either along with south coast or in Mid Sussex.
- The M23 motorway runs from London to the South of Crawley, and the A23 and A24 roads run from London to Brighton and Worthing.
- Gatwick Airport is located within the borders of Crawley and is the second largest airport in the UK.
- There are three main railway routes; the Brighton Main Line, the Arun Valley Line, and the West Coastway Line.

1.4 Places of Interest

- There are a number of stately homes and castles in West Sussex to include; Arundel Castle, Bramber Castle, Goodwood House and Petworth House
- Chichester Cathedral, is the seat of the Anglican Bishop of Chichester. It was founded as a cathedral in 1075, and has architecture in both the Norman and Gothic Styles.
- Arundel Castle is a restored and remodeled mediaeval Castle which was established in 1067, and has served as a home and under the ownership of the family of the Duke of Norfolk for over 400 years.
- The South Downs National Park is England's newest National park, being fully operational in 2011, covers a number of kilometers in West Sussex