

Coast to Capital

Investment Committee Meeting

17 December 2020 – 1pm – 4.30pm

Coast to Capital – Zoom Meeting

Attendees:

Chair

Karen Dukes – Board Member KD

Voting Members

Jonathan Sharrock- Board Member JS

Tom Druitt – Deputy Board Member TD

Manju Shahul-Hameed – Deputy Board Member MSH

Jamie Arnell – Board Member JA

Daniel Humphreys – Board Member DH

Amanda Jones – Board Member AJ

Mark Brunt – Board Member MB

Matthew Furniss – Deputy Board Member MF

In Support

Anthony Middleton – Chief Operating Officer (Coast to Capital) TM

Cali Gasson – Investment Programme & Risk Manager (Coast to Capital) CG

Hannah Gosling – Investment Programme Manager (Coast to Capital) HG

Alice Masterson – Admin Support (Coast to Capital) AM

Kirsten Trussell – Head of Strategy & Policy (Coast to Capital) KT

Governance Advisors

Kate Edwards – Accountable Body KE

Sonia Likhari - LBC as Accountable Body SL

Daniel Lindsay – Hatch Regeneris DL

Toni Wootton – BEIS TW

Apologies:

Bob Lanzer, Jane Longmore, Lisa Taylor, Sean Murphy, Phelim MacCafferty, David Joy.

Time	Item	Agenda item	Action	
1pm	1	Introduction: a) Open b) Welcome and Apologies	Note	KD
	2	Declaration of Interest		
	3	Minutes & Actions of the 30th November Investment Committee		
1:15pm	4	A22 FBC <i>1:15pm Introduction from Hatch</i> <i>1:20pm Tandridge DC</i> <i>1:30pm Q&A</i> <i>1.45pm Committee Discussion</i>	Approve	Hatch TDC
1.55pm	5a	High Risk Report <i>(with full risk register)</i>	Note	CG
2.20pm	5b	Blackrock	Approve	KD/TM /CG
3.00pm	6	Finance Update (& Unallocated Funding)	Note/ Approve	HG/KE
3.20pm	7	AOB -Output and Milestone Monitoring	Note	KD/TM

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Meeting Minutes

1. Open, Welcome and Introductions

1.1. Welcome, introductions and apologies were made. The Chair of the Committee gave a brief overview of the purpose of the meeting to all attendees.

2. Conflict of Interest

2.1. TM with Tandridge, TD with Blackrock, MB with Horley Business Park.

3. Minutes & Actions of the 30th November

3.1. The minutes from the previous meeting were reviewed and the committee member agreed it was an accurate representation from the meeting and were approved.

4. A22 FBC

4.1. DL gave a brief overview of the hatch report on this project.

4.2. TM outlined that Coast to Capital haven't received the state aid advice from Tandridge.

4.3. KD questioned if this is just Tandridge District Council (TDC) or are Surrey County Council (SCC) involved as well? Do TDC have a signed agreement with SCC?

4.4. DL informed that this is a Tandridge District Council scheme but do refer to Surrey County Council in terms of the ongoing maintenance costs.

4.5. MF informed the Committee that this is just TDC at this point however TDC have had a couple of discussions with SCC. There is no signed agreement with SCC on the designs or taking on the maintenance costs. TDC have to agree with SCC on this before going forward.

4.6. JA raised that this cycle lane is already there.

4.7. MB asked if the scheme put forward by TDC would be a part of the work SCC have done with government funding. MB questioned if TDC have sought any support for this scheme to be part of the active travel fund.

4.8. MF outlined that TDC didn't seek any support to have this scheme as part of the active travel fund.

4.9. TD inquired if there is any data around similar projects and what impact they have had.

4.10. DL outlined that these are small schemes, there are a number of other approaches TDC could take to gain these figures to have a better understanding of the impact of this project.

4.11. KD questioned if the reason for this work is poor maintenance or is what TDC have built half of a current version of a cycle lane.

4.12. MF informed the Committee that SCC have this on their list but the issues surrounding it is that it's a shared cycle path.

4.13. TDC representatives entered the meeting and presented their project to the Investment Committee. (Alison Boote (AB)).

4.14. Q&A Discussion

- 4.14.1. Q. KD questioned how this scheme didn't gain funding from the active travel fund scheme.
- A. AB outlined that there is a high demand on other areas, this is key and hadn't been connected to Caterham.
- 4.14.2. Q. TD inquired where TDC had gained the 1% figure from, what are the other impacts this project will have and how much interest has there been from the local community.
- A. AB outlined that the 1% figure came from one of SCC's reports that was performed in 2014. TDC have asked Atkins to gain more specifics on the impacts however this can't be performed until funding is available. AB informed that TDC have had a lot of interest from consultations that have taken place previously.
- 4.14.3. Q. MF questioned who would be delivering this project, is this going to be a contractor or SCC who will deal with the ongoing maintenance costs and more clarity is needed on the costs of the project. MF informed that SCC do have a maintenance budget for the A22 however is TDC factoring in the costs or asking SCC to take this on.
- A. AB informed the Committee that TDC have undergone a lot of conversations with Atkins and Atkins have confirmed that Kier can provide this within the timescale. The costings have been thoroughly planned to gain the most improvements. AB outlined that Kier will be performing the contractual work and TDC will deal with this. The maintenance costs will fall with SCC as it's their responsibility. The maintenance costs shouldn't increase and should make it easier for the maintenance teams.
- 4.15. AB left the meeting.
- 4.16. JA raised concern that if the costing aren't correct and the maintenance isn't arranged this cycle way could be back in this situation in a few year's time.
- 4.17. JS questioned if there is any delivery risks around the County's functioning relating to transport with the individual district pursuing this.
- 4.18. MF outlined that there isn't any strategic concerns as SCC have performed a lot of improvements on the A22. SCC's concern is how this project is going to be delivered and if TDC has factored in all the costings.
- 4.19. The Committee approved this project on the advisory of clarification of the maintenance agreements being signed and costing's being confirmed.
- 5. A. High Risk Report**
- 5.1. TD and MB were allowed to remain in the meeting in spite of their COI's as no decisions were being taken on the projects, just an update.
- 5.2. CG outlined to the Committee that there isn't much change to the high risk report from the last meeting. CG informed the Committee that in terms of the Fiveways project there is now a meeting in the diary with TFL for early January to discuss the response to the formal letters. CG informed that Reigate and Banstead have been sent a formal letter and Coast to Capital is expecting a response by the 7th January.
- 5.3. MF left the Meeting not COI related.
- 5.4. **B. Blackrock** (Redacted)

6. Finance Update

6.1. HG outlined to the Committee that there is 52 million to be paid out by the end of this financial year. Coast to Capital is underway with funding agreements with Tandridge and they have said the full amount will be spent by the end of this financial year. There are 26 projects with LGF spend this financial year and Coast to Capital has successfully paid out 83% of the overall allocation and the aim to be 100% by Q4.

6.2. There is a new funding agreement template that is currently being reviewed by the accountable body.

7. AOB

7.1. KD raised to the committee that the focus will be on delivery and outputs going forward. A view needs to be taken on if the outputs are obtainable and what the limiting factors are. The investments team will start asking more detailed questions in relation to the projects. This is to ensure that Coast to Capital are not reporting outputs that are no longer achievable. KD informed the Committee that the investment team is looking into the definition of outputs being setup so this makes processes easier and clearer.

7.2. TM informed the Committee that the annual performance review is upcoming which is all about outputs going forward.

7.3. AJ inquired where Coast to Capital are in terms of developing a pipeline of projects.

7.4. TM outlined that conversations have started with Local Authority partners on how Coast to Capital will work with them on providing high quality projects for the pipeline that resonates with the Stronger, Smarter, Greener objectives. Coast to Capital may have 6 months to work on this.

7.5. JS informed the Committee that this will be discussed at the January board meeting.

8. END

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