

Coast to Capital

Board Meeting

Thursday 17 October 2019
Gallery Room 1, Bramber House,
University of Sussex, Falmer, BN1 9QU

Meeting Minutes

Board Members: Tim Wates (TW) – Chair; Julie Kapsalis (JK) - Vice Chair; Mark Brunt (MB); Martin Harris (MH); Richard Hopkins (RH); Daniel Humphreys (DH); Amanda Jones (AJ); David Joy (DJ); Nigel Jupp (NJ) - representing Louise Goldsmith; Claire Mason (CM); Tony Newman (TN); Nancy Platts (NP); Frances Rutter (FR); Jonathan Sharrock (JS); Adam Tickell (AT).

Attendees: Cavendish Elithorn (CE) – Department for Transport; Cath Goodall (CG) - Cities & Local Growth Unit, BEIS; Sean Murphy (SM), Accountable Body, Croydon Council (representing Lisa Taylor).

Coast to Capital attendees: Malcolm Brabon (MB); Anthony Middleton (ALRM); Hazel Nicholmann (HN); Katie Nurcombe (KN); Kirsten Trussell.

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

1. Introduction (Part A) – This item will be published

a) Welcome and apologies

TW welcomed Board members to the meeting and introduced Adam Tickell (Education Sector Director/Vice Chancellor of the University of Sussex) who gave an overview of the University and its future direction. TW thanked Adam and his team for hosting the meeting.

Apologies were noted from: Jamie Arnell; Karen Dukes; Louise Goldsmith; Colin Kemp; Mike La Rooy; Rosaleen Liard and Frances Rutter. In addition Lisa Taylor from the Accountable Body was unable to attend so Sean Murphy was attending in her place.

Cllr Louise Goldsmith had stepped down from her position as Leader of West Sussex County Council and a new Leader was due to be appointed. As one of the key founders of the Coast to Capital LEP in 2011, TW expressed thanks on behalf of the Board for Louise's active involvement and significant contribution over this time.

Her successor would be appointed at the Full Council meeting on 18 October and would join the Board in due course.

TW welcomed the group of more recently appointed Board members who each gave a short introduction:

- Richard Hopkins, Managing Director of FARGRO Ltd (Private Sector Director);
- Cllr Daniel Humphreys, Leader of Worthing Borough Council (District Council Director for the southern Districts and Boroughs);
- Amanda Jones, Deputy Chief Executive & Director of Finance, Brighton Dome & Festival Limited (Private Sector Director);
- Cllr Nancy Platts, Leader of Brighton & Hove Council (Public Sector Director).

b) Public Comments

JS gave an overview of the public comments which had been received in relation to Brighton Valley Gardens Phase 3 and the A29 Re-alignment Scheme. The associated correspondence had been published on the LEP website and a hard-copy pack made available to Board members during the meeting. A list of comments made can be found at Annex A.

c) Minutes from last Meeting

Minutes of the July 2019 meeting were approved and the Matters Arising document was noted.

d) Declarations, Disclosures & Conflicts of Interest

TW read out the Conflicts of Interest statement (see Annex B). The following conflicts were declared:

- MH and NP for Brighton Valley Gardens Phase 3 (under Agenda item 5a); and
- NJ for the A29 Re-alignment Scheme (under Agenda item 5b).

In addition JK and AJ declared potential conflicts in relation to Haywards Heath College and Valley Gardens projects respectively. JS was however satisfied that there would be no conflict arising on these areas for this particular meeting.

TW indicated that any other conflicts arising would be handled appropriately during the meeting.

e) Chairman's Committee Minutes (Part B)

The September 2019 Minutes were noted.

2. Chief Executive Report

JS summarised key LEP developments as outlined in the Report.

JS updated members on the broader remit of the LEP Network, led by a recently appointed new Chief Executive. The LEP Network would now more proactively identify and work with Government on regional issues of significance, drawing on the skills and experience of LEP Board members country-wide. The aspiration was for the Network to be on a par with organisations such as the British Chamber of Commerce. The new Governance structure of the LEP Network was also noted.

JS updated members on the extensive effort which the LEP was making on Brexit preparedness/outreach, led by Malcolm Brabon and his Growth Hub team. As a result Coast to Capital was well placed to respond to the needs of business and was also compliant with weekly intelligence gathering reports to central Government. The team had also been maximising the use of additional funding through activities co-ordinated by the South Central cluster which also comprised the Enterprise M3, Solent and Thames Valley Berkshire LEPs.

JS summarised the Coast to Capital Growth Grant and Scale-Up Activity as highlighted in the papers. The particular success of the Growth Hub Escalator Programme had been celebrated at a recent stakeholder event which showcased its work and received great reviews.

JS thanked those who had taken part in the AGM in September, which for future meetings might adopt a more Conference style. The LEP's Mid-Year Review presentation and the Annual Report were also commended to the Board.

JS explained that following a number of changes on the Coast to Capital Board it was necessary to update the LEP Bank Mandate with Lloyds bank as noted in the papers. The following was agreed:

- Vice Chair Julie Kapsalis to be added as a signatory to the Lloyds Bank Mandate and removal of the recently retired directors;
- Kristel Smith and Katie Nurcombe to be added as Coast to Capital signatories to the Lloyds Bank Mandate for business continuity purposes; and
- Tim Wates to sign the bank mandate amendment form as Coast to Capital Chair.

This would be processed with Lloyds once the Minutes of the meeting had been finalised.

3. Strategy

JS presented on our programme of work to deliver the Local Industrial Strategy (LIS). The aim was to further explore the research findings and to engage with the Board on next steps to develop our draft LIS proposals for negotiation with Government.

The public consultation on the evidence base for the LIS was underway. JS gave an overview of the main issues raised in the evidence: the population aged 20-40 was lower than the England average; towns lacked identity and opportunity; the attraction to commuter wages has made housing unaffordable. Innovation activity and spend was not aligned with a modern 21st century economy. The range of findings had helped demonstrate the setbacks Coast to Capital was facing, constituting a stalling

economy and its inability to keep pace with neighboring LEPs. A degree of urgency was appropriate in describing the region's economic performance.

The Chair facilitated an informative discussion with Board members to help develop our LIS proposition. Key findings were noted at Annex C and would be taken forward. JS invited Board members to further engage over the coming weeks to pick up on these very helpful points. Collaborative engagement with partners and Government would also continue as to develop the 'Golden Thread' which would summarise and structure our offer. A draft summary of the proposed LIS would be tabled for agreement at the January 2020 Board, prior to the formal negotiation stage with Government.

4. Governance

Members noted that Tim Wates' term as Coast to Capital Chair would be finishing in July 2020. They agreed that it was timely to develop an appropriate recruitment campaign with a sufficient lead in time to identify the right candidate.

TW referenced the conflicts statement which was set out the beginning of the Board paper. He asked that whilst it might not actually be necessary for Members that might be interested in applying for the role to withdraw from the meeting at this stage of the process, they should be mindful of how they choose to engage in the discussion.

Members explored the various options for recruitment as previously discussed by the Chairman's Committee in September. The Board agreed to progress on the basis that the Chair role should become a paid one and agreed that a recruitment agency should be enlisted for the recruitment process, noting that this should offer good value for money.

AT declared a potential conflict with a family member in employment with one of the three agencies who had submitted a quotation. The conflict was considered to be trivial by the Board.

The Board also noted the proposed recruitment timeline and agreed that a Working Group should be created to finalise the job description and engage a recruitment agency. A Nominations Committee would then be formed to conduct the recruitment.

Conflicts of interest would be considered throughout the recruitment process. Any Board member who wished to put themselves forward for consideration for the Chair role should be responsible for declaring it early in the process and refrain from any decision-making which would take place at the January Board.

5. Delivery

a) Brighton Valley Gardens Phase 3 (*Part B – this item will be published*)

MH and NP were conflicted and left the room.

JK updated the Board on the remit of the Investment Committee and the meeting which she chaired on 13 September. The Investment Committee had considered the various issues relating to this project at this meeting which allowed for a full

discussion. The Investment Committee was assured by the external legal advice and Department for Transport input which had been sought on this project. The Investment Committee was also satisfied that the conditions which were set at its previous meetings had been fully reviewed, had now been met.

The Board noted the significant scrutiny that the Investment Committee had afforded to this project and considered the dossier of papers including the Public Comments which had been shared with the Board.

Following discussion and consideration of all the information provided the Board:

- approved the conditions precedent, previously set by the Investment Committee, and confirmed that these have been met by the delivery body (BHCC);
- agreed that a funding agreement should be entered into with BHCC for the award of £6m of LGF for the Phase 3 project and in doing so agreed a departure from the published Transport Assurance Framework to fund a low value for money scheme;
- delegated to the Chief Executive the drawing up and execution of a standard project funding agreement, with him having authority to amend/include any necessary terms he considers reasonable, subject to the approval of the final form of agreement by the Accountable Body;
- agreed that those who had submitted Public Comments should receive a response from Tim Wates as Chair;
- agreed that the funding decision letter to BHCC should draw their attention to the extent of Public Comments received and note that they should ensure that they are taken fully into consideration.

MH and NP re-joined the meeting.

TN left the meeting.

b) Local Growth Fund Consent Paper (*Part B – this item will be published*)

NJ was conflicted and left the room.

Members approved the decision to award £9.9 million of Local Growth Funding for the delivery of phase 1 of the A29 Realignment Business Case and agreed that Phase 2 of the A29 Business Case would have an earmarked allocation for the remaining £2.4 million should any future funding become available. This would be subject to conditions/funding criteria set by Government, and also to further scrutiny/appraisal of a detailed submission of Phase 2.

NJ re-joined the meeting.

The Board noted the remainder of the consent paper which included the decisions taken at the Investment Committee on 13 September.

c) Enterprise Adviser Network Update

JS updated Members on progress towards targets and capacity building across the team which was starting to pay dividends.

d) Escalator Programme

JS commended the report on the Escalator Programme which was approaching the end of its pilot period. Achievements and success stories would be documented in a final Escalator report which will be presented to the January Board.

e) Growing Places Update (*Part B – this item will be published*)

The Board noted the developments on the Growing Places Loan Fund as defined in the papers. Members looked forward to an update on its future strategy at the next Board meeting.

6. Close (Part A)

There was no further business.

The next Board Meeting would take place on Wednesday 29 January at the North East Surrey College of Technology (NESCOT) in Epsom.

Annex A: Public Comments

Brighton Valley Gardens Phase 3 (received for Board Meeting on 17 October 2019)

1. Gary Farmer, Brighton Language College
2. Various suppliers representing the Coffee Industry in Brighton (One letter from five representatives)
3. Letter from the Chair - Amex Area Neighbourhood Action Forum
4. Letter from the Secretary - Brighton & Hove Taxi Trade Forum Association together with Brighton Area Buswatch in connection with the Five Lane Highway.
5. Letter from the Secretary - Brighton & Hove Taxi Trade Forum Association re. Aquarium Roundabout removal
6. Letter from Anne Ackord - CEO, Brighton Pier Group
7. Letter from Becky Reynolds - Bricycles, the Brighton & Hove Cycling Campaign
8. Letter from Les Gunbie - resident of the Brighton area
9. Letter from David Sewell – Chair, North Laines Traders Association
10. Letter from Keith Barnes - resident of Brighton area
11. Letter from Anthony Rogers - resident of Patcham
12. Letter from Katy Rodda - resident of Brighton area
13. Letter from Nick Hill - Brighton & Hove Bus and Coach Company
14. Letter from Daniel Nathan - on behalf of The Valley Gardens Forum
15. Letter from Ben Simmonds - resident of Brighton area
16. Letter from Paul Gurowich - resident of Brighton area
17. Letter from Denise Taylor - on behalf of Brighton Laines Traders Group
18. Letter from Paul Crawford - Valley Gardens Forum
19. Letter from Adrian Bristow - Brighton Events Group
20. Letter from Councillor Lee Wares, BHCC
21. Letter from Stephen Young - Brighton & Hove Living Streets Group
22. Letter from Richard Scott - resident of Hove

Brighton Valley Gardens Phase 3 (received for Investment Committee Meeting on 13 September)

1. Letter from Cllr Jacqueline O'Quinn, BHCC
2. Letter from Cllr Phelim Mac Cafferty, BHCC
3. Letter from Cllr Anne Pissaridou, BHCC
4. Letter from Lloyd Russell-Moyle MP
5. Letter from Cllr Bridget Fishleigh, BHCC
6. Letter from Richard Scott, resident of Hove
7. Letter from Abraham Ghebre-Ghiorghis, Monitoring Officer BHCC

A29 Re-alignment Scheme (received for Board Meeting on 17 October 2019)

1. Letter from Cliff Brown from Melrose

Annex B: Declarations, Disclosures & Conflicts of Interest Statement

'Can I ask members now to declare any interest they may have and to say which item or part of an item on the agenda the interest relates to. If a member realises a need to make any declaration later on during the meeting they may do so. If any member requires any assistance on how their interest affects their contribution to the meeting we will deal with it as the item arises. Are there any declarations please?'

Annex C: Coast to Capital Local Industrial Strategy Board Discussion

In relation to the evidence the following points were highlighted:

- Strong support for the evidence base that was emerging, and that this provided ample justification to describe the region's economy as 'stalling'
- That the pitch for the region should be positive and based on the benefits of stronger economic performance
- That further coordination of planning would be important, including through emphasising sub-regions
- The need to be more ambitious about becoming a low-carbon region and to describe what this would mean for the Coast to Capital region. A narrative on carbon also needed to address the contribution that Gatwick airport would make to this and concern about the carbon impact of air travel.
- Need to be more explicit about why the region's success should matter to the Government, and our contribution to the national economy. This should include a focus on areas where growth was urgently needed and there were more substantial left behind communities.
- The Dept for Transport had identified the need for 'Decarbonisation Zones', for which our region – particularly the area around Gatwick – would be highly suited. We had the potential to show pace and innovation in decarbonising our economy.
- Our 5G strengths and further potential were highly compelling and should differentiate us on a national level
- That investment in and differentiation of urban centres was critical. Apart from Brighton, many of our centres lacked character and unique attributes. This was quickly making the region uncompetitive because people did not want to move here.
- Understanding the impact of a growing Gatwick was essential, and should be the basis of major infrastructure investment in the region. A further study was needed into this, which could also bring out the potential for coordinating development around the airport.
- Support for developing a regional brand to promote private sector investment including in innovation and infrastructure.
- Our strong sectors had the potential to become game-changing industries of the future and should be presented as such
- Further work on housing was essential – the cost of living in the region was choking our supply of labour. Should consider asking for additional powers to local authorities in the region to help address this.
- We should specifically identify what was needed to make the region more attractive to 20-40 year olds.
- Inclusive growth and the value of devolving adult education budgets should be addressed more clearly as the strategy developed.

In relation to developing proposals and increasing our profile and influence with Government, the following points were made:

- The need to clarify which data described the causes of our economic performance, and which were indicators of it
- The power of a compelling story about local economies – in terms of their recent decline, and how our vision for growth might work
- We should capitalise on our strong performance in LGF project investment: this is a region which can deliver
- The Southern LEPs group had the potential for real leverage and influence both with the GLA and London and should be strongly supported. Continued close relations with Croydon were essential – Croydon’s future was tied into our region’s and strategies needed to be closely aligned.
- A ‘Golden Thread’ should be developed which would frame the challenge that we face. Further work needed to decide whether this best identified as a threat or opportunity.
- Regional identity was weak and needed to be based on a strong narrative and around five game-changing interventions which would appeal to Ministers
- We should consider scenario planning to identify the risks of inaction

Unconfirmed minutes – to be approved at the next Board meeting.

Additional information - Ranked List of Bids

Presentation No'	Highest Scoring Project		LGF Requested	Full Funding Award for bids over 70%	41% Partial Funding Awards
4	Plumpton College	This column has been redacted	£831,265.00	£831,265.00	
9	Haywards Heath College		£1,200,000.00	£1,200,000.00	
12	Brighton 5G Ring		£832,647.00	£832,647.00	
5	Converged Fibre Connectivity		£2,000,000.00	£2,000,000.00	
15	Local Nature Partnerships		£426,800.00	£426,800.00	
10	Crawley Growth Programme		£2,000,000.00		£820,000.00
8	Worthing Gigabit Coast		£1,650,000.00		£676,500.00
3	Caterham Business Hub		£550,000.00		£225,500.00
6	East Surrey College		£2,000,000.00		£820,000.00
13	Littlehampton Public Realm		£1,376,280.00		£564,274.80
14	Croydon Creative Campus		£2,000,000.00		£803,727.13
7	Worthing Public Realm		£1,700,000.00		
1	Unlocking Marketfield Way		£2,000,000.00		
2	Horley Town Centre		£560,000.00		
11	Sea Lanes Brighton		£1,100,000.00		
			Total LGF allocation	£9,200,713.93	

Coast to Capital

Meeting: Coast to Capital Board Meeting
Date: Wednesday 29 January 2020
Report Title: Matters Arising Schedule
Report by: Hazel Nicholmann
Item No: 1 c)
Part: A

Meeting Reference	Action	Lead	Status
1. 17 October 2019 meeting - Minutes: Item 2 – CE Report	Implement LEP bank mandate changes with Lloyds bank: Julie Kapsalis to be added as a signatory; removal of former directors; addition of contingency Coast to Capital team member signatories. Tim Wates to sign bank amendment form as Coast to Capital Chair.	JS	Completed.
2. 17 October 2019 meeting - Minutes: Item 3 – Strategy	Key findings of the LIS discussion with Board members to be taken forward; draft LIS for approval Board at the January 2020 meeting.	JS	See Board Agenda item 3.
3. 17 October 2019 meeting – Minutes: Item 4 – Governance	Creation of Working Group for development of Chair job description and engagement of a recruitment agency and a new Nominations Committee to conduct the recruitment.	JS	See update in Board Agenda item 4/Governance paper – Section 5 (Chair Recruitment).
4. 17 October 2019 meeting - Minutes: Item 5a – Delivery	Various actions on the Brighton Valley Gardens Phase 3 Project for follow up by the Investment Committee in line with the October Board minutes.	JS	Investment Committee team currently working with BHCC and the Accountable Body to finalise the Funding Agreement. The Committee has agreed the release of flexibility

Meeting Reference	Action	Lead	Status
			<p>funding and to allow the Delivery Body to report the flexibility back post March 2021.</p> <p>All public comments have been shared with BHCC and originators have received a response from Tim Wates.</p>
5. 17 October 2019 meeting: Minutes - Item 5b – Delivery	Various actions over the coming months, including application of Government Funding criteria and further scrutiny/appraisal of the submission for Phase 2 of the A29 Realignment Business Case.	JS	Ongoing subject to future funding allocation from Government, and the submission of a Phase 2 business case. Not expected until post 2021.
6. 17 October 2019 meeting - Minutes: Item 5d – Delivery	Update for January Board on Escalator Programme achievements.	JS	See Board Agenda item 2/Chief Executive Report (Section 5 – Services).
7. 17 October 2019 meeting - Minutes: Item 5e – Delivery	Development of Growing Places Loan Fund future strategy.	JS	See Board Agenda item 2/Chief Executive Report (Section 4 – Investments/Delivery).
8. 10 July 2019 meeting - Minutes: Item 2 – CE Report	Further discussions with Daryl Gayler on his future Board status following his resigned in autumn 2019 in order to focus on his recovery. DG to be kept updated on Coast to Capital business on an ongoing basis.	JS	Meeting to be scheduled to discuss possibility of re-joining the Board.
9. 10 July 2019 meeting: Minutes Item 2 – CE Report	Further review of the LEP Articles to include factual updates including new temporary suspension of duty clause, subject to approval from the company lawyers following summer 2019 update.	JS	For spring 2020/ongoing.

Meeting Reference	Action	Lead	Status
10. 3 April 2019 meeting: Minutes Item 2 – CE Report	Review of Board member involvement in sub-Committees.	JS	<p>Revised TOR presented to the December 2019 Investment Committee for approval. Audit Committee roles also reviewed. Chair’s Committee also kept updated.</p> <p>See Board Agenda item 4 - Governance (Committee appointments).</p>



Declarations, Disclosures & Conflicts of Interest Statement (for Chair)

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