

| Board Meeting No. 29 | |
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| Date | 12 May 2016 |
| Time | 5.00 pm – 7.30 pm |
| Location | PwC, The Portland Building, 25 High Street, Crawley, West Sussex RH10 1BG |
| Board Members | Tim Wates – Chairman (TW), Clive Behagg (CB), Neil Dallen (ND), Daryl Gayler (DG), Louise Goldsmith (LG), Martin Heffer (MH), David Hodge (DH), Phil Jones (PJ), Julie Kapsalis (JK), Mike La Rooy (MLR), Shelagh Legrave (SL), Toni Letts (TL), Amanda Menahem (AM), Gill Mitchell (GM), Ravi Shankar (RS), Jonathan Sharrock (JS) |
| Support | Philip Carr (PC) (BIS), David Smith (DS), Sue Maddin (SM) |
| In attendance | Katherine Courtney (KC), CEO, UK Space Agency, (Senior Government Sponsor), Michael Jordan (MJ), Principal Solicitor West Sussex County Council. Item 18 only: Ben Craig, Senior Programme Manager for the Brighton Main Line at Network Rail, Phil Hutchinson, Head of Strategic Planning at Govia Thameslink Railway (GTR) and Chris Rowley, Principal Planner at Network Rail for London and the South East. |
| Distribution | All Board Members |

1. Apologies and Welcome

Steve Allen (SA), Warren Morgan (WM) and John Peel (JAP).

TW welcomed Gill Mitchell (GM), Deputy Leader of Brighton and Hove City Council and Chair of the Environment, Transport & Sustainability Committee who was deputising for Warren Morgan to the meeting. He reported that Katherine Courtney (KC), CEO, UK Space Agency, who was also the LEP's Senior Government Sponsor would also be joining the meeting as part of her introduction to the LEP.

2. Declarations of Interest

CB declared an interest both as the Vice Chancellor of Chichester University and as the Vice Chair of Central Sussex College which had submitted an Expression of Interest under the Skills Capital Funding – Gatwick (item 16).

PJ declared an interest as Managing Director of Wired Sussex which had submitted a bid under one of the ERDF Calls (item 8).

CB declared an interest as the Vice Chair of Central Sussex College which had submitted a bid under the ESF Call (item 8).

SL and JK declared interests as Principal and Vice Principal respectively at Chichester College which had submitted a bid under the ESF Call (item 8).

JK declared an interest as a member of the Coast to Capital Area ESIF Sub-Committee (item 11).

3. Notification of items to be withdrawn from the consent Agenda

There were none.

4. Approval of Consent Items

Item 7 (Executive Committee notes) was **approved**.

5. Minutes of Board Meeting held on 22 February 2016

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

6. Matters Arising

The Board noted the schedule of Matters Arising and considered the progress on items as reported.

KC joined the meeting.

7. Executive Committee Meeting 19 April 2016

The Board noted the content and actions of this paper.

8. European Structural and Investment Funds Progress

PJ declared an interest as Managing Director of Wired Sussex which had submitted a bid under one of the ERDF Calls.

CB declared an interest as the Vice Chair of Central Sussex College which had submitted a bid under the ESF Call.

SL and JK declared interests as Principal and Vice Principal respectively at Chichester College which had submitted a bid under the ESF Call.

In JAP's absence JS gave an update to this report. He advised that 50% funding had been secured for the appointment of an ERDF Project Manager, who would assume management of the application process.

JK reported that JAP was writing to Graham Watt, Team Leader at the Department for Communities and Local Government (DCLG), both to record the Committee's "deep frustration" at the continuous delays in the assessment of the ERDF "DRIVA" project application, which had been submitted over a year ago and to seek reassurance that the final assessment, quality assurance and contract negotiation will now progress quickly..

[Secretary's note: A reply had been received apologising for the delays incurred and noting issues with the project which DCLG and the applicant were working to resolve.]

9. Skills Update

CB gave an overview of his report, in particular: the progress being made with the Area-Based Reviews, especially the Sussex review which was in the final stage.

MH and DH arrived.

JS advised the Board that, while the Sussex review made specific recommendations for all colleges it left open a number of important issues about Central Sussex College. He was working closely with the management team on the resolution of these and had also written to the Department for Education regarding the importance of the College to economic development in Crawley in particular.

10. Enterprise Advisory Committee

In the absence of SA, JS gave an overview of this report, noting in particular the latest position regarding the Business Navigator Growth Hub. He reported that its intention was to focus on the quality of the interaction with businesses and to work more closely with local authorities.

11. International Advisory Committee

As a member of the Coast to Capital Area ESIF Sub-Committee JK reported an interest regarding the ESIF opt-in funding.

MLR gave an overview of his report, in particular:

ASEAN – a report would be produced for the next Board meeting.

Trade visit to Vietnam – Malcolm Brabon (MB) was joining a UKTI led trade visit to Vietnam and would report back to the next International Committee meeting.

SL and JK requested that MB be made aware that education was a strong potential export and of the work that Chichester College had undertaken with this regard. On behalf of the University, CB reiterated the point.

Action: JS to alert MB to the work being undertaken.

[**Secretary's note:** MB advised JK, SL and CB of the related aspects of his brief for the visit and his appreciation of the role of their respective institutions.]

12. Growing Places Fund ("GPF") Report

RS delivered an overview of this report, answered questions on the progress of various projects and took guidance from the Board.

RS delivered an overview of the report and advised that currently 83.7% of the original allocation from Government had been awarded. RS explained that the success of projects such as Block J and the i360 would soon see the investments returned to the fund and would then be ready for re-allocation.

It was noted that external due diligence adviser, Genecon, was undertaking a comprehensive review of projects and the outputs to date which would be

presented to the next Board meeting.

The Board noted the significant positive impact that GPF investment was having on projects across the region, and suggested that more attention be given to communication of Coast to Capital's involvement in delivery of these. Raising the profile would be considered for future projects.
LG arrived.

13. Budget 2015 - 16 Update: Year End Review

The Board noted content of the Budget 2015–16 Year-End Review paper.

14. Chief Executive's Report

JS delivered an overview of significant aspects of his paper:

Business plan – the Board noted the content of the Business plan and covering letter issued to funding partners.

Housing and Regeneration Taskforce – the Board welcomed the progress made with the recruitment of members who possessed a wide range of expertise. The Taskforce would consider the wide ranging issues and offer a holistic approach towards solutions. JS reported that its recommendations would be presented to the Board in the autumn.

LG stressed the importance of the task force offering recommendations on increasing the delivery of low-cost housing, which had a wider definition than “affordable housing” as specified by Government.

Gatwick Airport – JS reported that he had been invited to join an Air-Rail Partnership Board with an inaugural meeting expected shortly. This would bring the airport together with railway interests in the region to make sure that there was good communication between the sectors and that effective arguments were being put forward on the benefits of the airport for economic growth.

Devolution – JS reiterated that the LEP was continuing to work closely with both bids. He was particularly keen to highlight the infrastructure theme where the LEP would work proactively. He would be meeting the infrastructure theme leads (from East Sussex Council) shortly to discuss further.

LG and GM reported separately on the progress that the Three Southern Counties and Greater Brighton Devolution bids were making. Both teams were considering challenges that had been put to them by Government, and were making progress on addressing these.

Highways England – JS reported that he had been working with HE regarding their longer term plans for the national road network. The adoption of a long-term investment framework for the trunk road system offered significant opportunities for the LEP to improve HE's understanding of economic growth in the region and to target road investment on these.

DH suggested that a large cross regional group, the South East Transport Body, would be an effective way of promoting and resolving key transport issues.

Meetings with MPs – JS had begun his bilateral meetings with the region's MPs. Conversations so far had been direct and constructive. He invited members to

join him.

MH endorsed this proposal, saying that support from the regions MPs would be valuable as a counter-balance the strength of the Northern Powerhouse.

Action: JS to invite Board Members to join him at individual MP meetings.

15. Communications update

JS delivered an overview of the ongoing development of the communications strategy and requested the Board confirm that it was content for him to proceed as proposed.

The Board considered the report and having made some recommendations for further refinement, **approved** the corporate presentation script and slides.

The approach to promote Board Member engagement was welcomed.

JK suggested that individual Board Members would be able to provide suitable contacts for inclusion as part of the Business Mission 50 list. TW proposed that Members also reviewed the list and advised those of which were of particular interest to them.

Action: All to consider suitable contacts and review business list.
Sam Philpott to liaise with Members for their suggestions.

Further suggestions of ways to raise the LEP's profile included:

- Issuing cards which advertised LEP involvement at project sites (e.g. Dorking Deepdene station);
- Devising a unique, "at a glance" way of advertising (e.g. this has been funded by Coast to Capital LEP);
- Requesting MPs to publish details of relevant LEP activity on their websites;
- Asking beneficiaries of LEP support to join the Business Ambassadors programme; and
- Taking part in interviews on local radio.

In conclusion, the Board endorsed the approach being taken. JS was requested to progress with a view to making the first 50 appointments, consider appropriate metrics and report back to the November Board meeting.

Action: JS to progress accordingly.

16. Growth Deal Update

DH declared a continuing interest as Leader of Surrey County Council in the Surrey County Council Woodfuel Initiative proposal.

CB declared an interest as Vice Chancellor of the University of Chichester in the University of Chichester Engineering and Digital Technology Centre proposal.

Growth Deal Implementation – JS reported that 93.8% of the 2015/2016 financial year's funding had been released as payments, which placed the LEP in a good position. He stressed the importance of delivery and being able to hold the delivery bodies to account. He advised that, going forward, the responsibility for delivery of the project portfolio would rest with the Chief Operating Officer. AM was to join him in interviewing for the role the following week.

Transform Leatherhead – Southern Gateway – at the request of TW, MH summarised the project which had been recommended by the Infrastructure Sub Committee for approval. MH explained that the project was one of urban renewal and that the ground and utility risks had been considered and were in actuality being borne by the Council.

After due consideration, the Board **approved** the Growth Deal funding of £262,500 for the Transform Leatherhead, Southern Gateway project.

Growth Deal 3 – Update – JS outlined the latest position, advising that 37 coherent bids had been received and the proposed methodology for assessment, approval and submission given the relatively short timeframe.

For ease, this is restated below:

"The expected process from receipt of applications to submission to Government will be as follows:

- An update is to be given to the Board to provide an overview on the applications received
- A joint committee is held to review applications in detail and prioritise applications for the bid to Government.
- The Board is asked to ratify the selected bids – This will be done by correspondence
- The final submission to Government is made in Mid-June.
- The ministerial challenge session is expected to be held in July."

In answer to a question from MLR regarding Government requirements for due diligence, JS advised that at this stage LEPs, with assistance from Accountable Body, were to determine which were the best projects i.e. those with good business cases and excellent delivery partners.

In order to ensure the Board's confidence in the process JS was requested to produce a document recording the purpose and overview of the Joint Committee and its meetings, to be circulated in advance of the first meeting on 20 May 2016.

TW emphasised the value of defining Terms of Reference for the Joint Committee and welcomed the opportunity for the Board to hear of the assessment progress at each stage.

PC confirmed that he had discussed the process with JS and was supportive of it.

[Secretary's notes:

The number of projects was confirmed as being 37 – multiple projects submitted by WSCC had been combined in the spreadsheet presented to the meeting.

The Purpose and Overview of the Joint Committee Meetings document was circulated to Board Members on 18 May 2016.]

17. Up-scaling of Enterprise Advisers network

The Board welcomed the proposal to up-scale the Enterprise Advisers network to cover the whole of the Coast to Capital region. Members commended the success of the existing phase and noted the inclusion of a national framework for measurement and that the proposed costs had been included within the budget plan.

Accordingly, the Board **approved** the proposal to scale up the Enterprise Adviser Network and **agreed** the request for match funding of £67,888 from the 2016/17 budget.

ND left the meeting.

18. Rail – Brighton Main Line

TW welcomed Ben Craig, Senior Programme Manager for the Brighton Main Line at Network Rail, Phil Hutchinson, Head of Strategic Planning at Govia Thameslink Railway (GTR) and Chris Rowley, Principal Planner for London and the South East to the meeting.

JS briefly outlined the content of his paper and the presenters explained the current position with regard to the Brighton Main Line and Network Rail's proposals for improvement in detail and answered questions from the Board. The central proposition is for Network Rail to invest in junction maintenance and resilience along the Brighton Mainline in order to deliver capacity on the line. Improvements at Windmill Junction in Croydon, as well as at other points on the route, could deliver up to eight trains an hour at peak time.

The Board considered the situation recognising that there were major problems with the railway and that these proposals would form part of a long-term plan.

Therefore, it was **agreed** that Coast to Capital would actively lobby Government for these improvements and would work to raise awareness amongst local stakeholders. The Board felt that these improvements could deliver a tangible improvement in rail services along the whole BML.

MH and JS would hold a further meeting with Network Rail to draw up a plan to involve all parts of the region and that this would be circulated to the Board, together with a copy of the presentation.

Action: MH and JS to meet with Network Rail and draw up a plan for circulation together with the presentation.

TW thanked Ben, Phil and Chris for an interesting and thought provoking discussion.

19. Confidentiality of Business

The Board noted that the following information was confidential:

The projects under consideration / review for Growing Places funding (item 12).

20. Any Other Business

TW announced that, as Members were aware, CB had reached the end of his tenure as a Board Member and on behalf of the Board thanked him for his significant contribution to Coast to Capital.

TW additionally acknowledged TL who was also stepping down. He thanked her for her enthusiasm, insight and active and valuable input to the Board.

21. Date of Next Board Meeting

The next Board meeting will be held at 5.00 pm, 14 July 2016, the venue will be confirmed shortly.