

**Coast to Capital Board Meeting 43**  
Tuesday 22 January 2019: 5:00pm – 8:00pm  
Canon UK Presentation Suite, Woodhatch, Reigate, RH2 8BF

**Meeting Minutes**

**Board Members:**

Tim Wates (TW) – Chairman; Steve Allen (SA) – Vice Chairman; Daryl Gayler (DG); Martin Harris (MH); Phil Jones (PJ); David Joy (DJ); Nick Juba (NJ); Julie Kapsalis (JK); Mike La Rooy (MLR); Rosaleen Liard (RL); Tony Newman (TN); Jonathan Sharrock (JS); Adam Tickell (AT); Garry Wall (GW); Dan Yates (DY).

**Attendees:**

Jamie Arnell (JA); Karen Dukes (KD); Cath Goodall (CG) - Cities & Local Growth Unit; Lisa Taylor (LT) – Accountable Body; Nigel Jupp (Nigel J) – West Sussex County Council.

Carli Foster (CF); Anthony Middleton (AM); Hazel Nicholmann (HN); Katie Nurcombe (KN) -Coast to Capital

**Guests:**

Dom Bailey (DB)– Baxter & Bailey; Nick Hibberd (NH) – Brighton & Hove City Council (BHCC).

**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 introduced Bob Pickles (Canon Head of Corporate & Government Affairs) who welcomed Board members to the Canon UK headquarters. TW expressed gratitude to Canon for hosting the meeting.

Apologies were noted from Cavendish Elithorn and Colin Kemp. TW welcomed Nigel Jupp who would be representing Louise Goldsmith.

It was noted that Karen Dukes had assumed her role as Board Director (subject to completion of due diligence) and that Jamie would be replacing Steve Allen as Board Director in May 2019 when he steps down from the Board.

**b) Public Comments**

TW noted that public comments had been received in relation to the Valley Gardens project which would be considered under item 4a).

### **c) Minutes from last Board meeting and Matters Arising Schedule**

The Minutes from the December 2018 were agreed and the Matters Arising Schedule was noted.

### **d) Declarations, Disclosures & Conflicts of Interest**

TW read out the standard Conflicts of Interest statement. It was noted that a number of conflicts would arise under agenda Items 4 and 5 which would be handled accordingly during the course of the meeting.

### **e) Chairman's Committee Minutes (Part B)**

The November Minutes were noted.

## **2. Gatwick 360 - Local Industrial Strategy: Brexit delivery scenarios (Part A - this item will be published)**

JS updated the Board on progress of the Local Industrial Strategy (LIS) and confirmed that Coast to Capital had successfully passed the LEP review and boundary changes as prescribed by Government last autumn. As a result the LEP had received the full £200k additional revenue funding, and had been included in the third wave of LIS negotiations. The team would be maximising opportunities to engage with Government, further promoting our Strategic Economic Plan 'Gatwick 360' and raising our profile. Understanding the impact of Brexit on the regional economy and raising our profile with Government on these issues would effectively constitute the preliminary phase of the LIS negotiations.

JS explained that the Government was keen for evidence of the impact that Brexit uncertainty might have on the region. It would be advisable to communicate this to Ministers to help inform Brexit planning. A discussion took place and Members shared evidence of current impacts from across the various sectors including welfare, housing, business, education, local authority and transport. It was agreed that a letter would be issued to Government which would set out a balanced and considered view of the LEP. This would reflect the politically neutral stance of the LEP. The letter would be circulated for information to MPs from across the area, and would be published on our website.

## **3. Brand Refresh (Part B - this item will be published)**

TW introduced guest speaker Dom Bailey (DB), Strategic Director from Baxter and Bailey consultants, who gave a presentation on a recent branding exercise for the LEP. The process included a competitor audit of leading LEPs as well as a series of stakeholder engagement workshops and interviews.

Members approved the recommendation to retain the company name 'Coast to Capital', and to refresh the LEP's visual and brand identity.

#### **4. Local Growth Fund Investment Decisions (Part B – this item will be published)**

##### *Valley Gardens Phase 3*

AM summarised public comments received from Totally Radio and Valley Gardens Forum, the strength of which were noted. TW welcomed guest speaker Nick Hibberd from BHCC who presented on this topic.

Nick Hibberd left the Meeting.

Dan Yates and Martin Harris were conflicted and left the room.

The Board discussed the business case and approved Valley Gardens Phase 3 together with the Local Growth Funding award of £6million. As was usual with LGF funding awards, this would be subject to various conditions. The Board agreed the importance of confirmation from the BHCC Monitoring Officer that they had properly engaged with complainants and taken public comments into account in the development of the scheme. A press statement would be issued to confirm the decision and that the terms of the funding would be discussed with BHCC.

Martin Harris and Dan Yates returned to the room.

##### *Crawley College STEM & Digital Centre*

JK presented on this topic and answered questions for members.

Julie Kapsalis and Nick Juba were conflicted and left the room.

The Board considered and approved the revised business case. Proposed conditions for the grant were discussed, for inclusion in the grant award letter.

***Secretary's Note:*** *The Coast to Capital Investment Committee will meet separately to confirm the conditions necessary for both the Valley Gardens Phase 3 and the Crawley College STEM and Digital Centre projects.*

Julie Kapsalis and Nick Juba returned to the room.

Tony Newman left the meeting.

#### **5. Board Composition and Assurance Framework Update (Part A – this item will be published)**

JS presented an update on the new National Assurance Framework (NAF) and advised members on the current progress, noting the deadline for finalisation of the Assurance Framework (AF) document was the end of March 2019. JS agreed to speak individually with Board members on the detail prior to final confirmation of the AF through Board correspondence.

Rosaleen Liard and Lisa Taylor were conflicted and left the room.

Board composition implications which had arisen from the LEP review boundary changes were noted. The Board agreed the importance of retaining Croydon voices on the Board given the importance of investment in Croydon for delivering *Gatwick 360*. Members approved retaining the Croydon Local Authority member as well as a business representative from Croydon on the LEP Board membership for two years, which was when these posts would be reviewed. CG noted that from the Government perspective the boundary changes should be in place by April 2020.

It was also agreed that Croydon and Lewes would keep their seats on the Joint Committee (JC) and continue to make a contribution to the Coast to Capital operating costs during the transition period.

Rosaleen Liard and Lisa Taylor returned to the room.

JS updated the Board on the outcome of a recent consultation which had taken place with Districts and Boroughs about increased representation on the Board, the aims of which were to both to promote a stronger voice for their respective areas. The majority of respondents were in favour of adding an additional District and Borough representative. The Board agreed to this proposal and one representative would cover Adur, Worthing, Arun, Chichester; and the second would cover Horsham, Mid Sussex, Crawley, Reigate & Banstead, Tandridge, and Epsom & Ewell. It was noted that this change would be put to the JC at its next meeting in March 2019 for ratification. It was also noted that it would require a specific amendment to the Articles to change the maximum Board number from 19 to 20.

David Joy and Martin Harris were conflicted and left the room.

The Board noted that the Government allowed for an additional five Co-opted Directors on top of the maximum 20 Board members, but with a term length restricted to one year. Currently the maximum number of Board members included up to three Co-opted Board members with two-year terms (with the possibility of extension). As such, it was proposed that the two current co-opted Directors for Housing and Transport were transferred to full Director status. This was agreed by the Board and the option to include a number of Co-opted Board members would be included in the Assurance Framework in line with Government guidance with a focus on bringing diversity onto the Board.

David Joy and Martin Harris returned to the room.

The Board noted that the draft Assurance Framework made a full and unambiguous commitment to diversity, in line with the new priority given to this subject at the Board meeting in October 2018. The Board agreed the diversity statement included in the draft document.

The Board discussed the introduction of a Coast to Capital Scrutiny Committee as set out in the NAF. Following comments from Local Authority members it was agreed that the approach to scrutiny would be reassessed given the risks in introducing a new Scrutiny Committee. GW and LT agreed to be involved in further discussions about this. The topic would also be included on the Joint Committee agenda in March 2019.

The Board endorsed the merging of the responsibilities of the Growing Places Committee into those of the Investment Committee, subject to further discussion with the new Board member for Finance. The Board agreed that financial delegation

thresholds between the Board and Investment Committee would be revisited ahead of the next Meeting.

## **6. Growing Places Fund (GPF) Overview (Part B - not for publication)**

**This item has been redacted.**

## **7. Budget 2019/20 – 2020/21 (Part B – not for publication)**

**This item has been redacted.**

## **8. Chief Executive Report (Part A)**

JS gave an overview of key points as set out in the Chief Executive Report.

The Board agreed the South2East Local Energy Strategy, as described in Annex A of the papers.

It was noted that Horsham based defence systems company 'Chess Dynamics' had been selected as one of the companies to install new technology at Gatwick airport to address unauthorised drone usage.

Members were updated on progression of the lease for the new office premises at Pacific House in Three Bridges, which had an expected move date of after Easter.

The Escalator Programme had been extremely well received at local and national level being identified by the Scale Up Institute as an example of best practice in its 2018 Annual Report. We are currently recruiting business leaders to the programme following the appointment of the delivery partners MD Hub.

Three Coast to Capital Growth Grants panels were held at the end of 2018 and awarded £455,019 to four businesses to support their investment in productivity improvements and the introduction of new technology.

Tributes were paid to Amanda Geel, a long standing member of our Growth Hub team, who died on New Year's Eve. Amanda's immense dedication and passion for supporting Sussex businesses was recognised. The Board requested their condolences to be conveyed to her family.

## **9. Close: (Part A)**

There was no AOB. Future Meetings would take place as advertised on the Agenda.

*Confirmed Minutes - approved at the 3 April 2019 Board meeting*