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**Minutes of the meeting of the SELEP Accountability Board, held in High House Production Park Vellacott Close, Purfleet, Essex, RM19 1RJ on Friday, 16 November 2018****Present:**

Geoff Miles	Chair
Cllr Kevin Bentley	Essex County Council
Cllr Paul Carter	Kent County Council
Cllr Rodney Chambers	Medway Council
Cllr Keith Glazier	East Sussex County Council
Cllr John Lamb	Southend Borough Council
Angela O'Donoghue	Further Education/Skills representative
Tony Inglis	Higher Education representative.

**ALSO PRESENT      Having signed the attendance book**

Iwona Bainbridge	SELEP
Suzanne Bennett	SELEP
Lee Burchill	Kent County Council
Adam Bryan	SELEP
Edmund Cassidy	Steer
Kim Cole	Essex County Council (Legal representative for the Accountable Body)
Helen Dyer	SELEP
Sunny EE	Medway Council
Sam Grant	SELEP
Dwight Harrison	Member of the Public
Joel John	Essex County Council
Paul Martin	SELEP
Stephanie Mitchener	Essex County Council (as delegated S151 Officer for the Accountable Body)
Rhiannon Mort	SELEP
Lorna Norris	Essex County Council
Sarah Nurden	KMEP
Andy Rayfield	MAXIM
Paul Rogers	Thurrock Council
Lisa Siggins	ECC Democratic Services

Stephen Taylor      Thurrock Council  
John Shaw            Sea Change East Sussex

**1 Welcome and Apologies for Absence**

The following apologies were received:

- Audrey Songhurst (substituted by Tony Inglis)
- Councillor Rob Gledhill

**2 Minutes**

The minutes of the meeting held on Friday 14th September 2018 were agreed as an accurate record and were signed by the Chair.

**3 Declarations of Interest**

As a private Businessman, Geoff Miles declared an interest in respect of agenda items 6 and 11. His interest in respect of agenda item 6 was in respect of being the Chairman of Kent Music which was looking to potentially move into a Javelin Way property.

He advised of his intention to step out of the room whilst Agenda Item 11 Growing Places Fund Update is discussed. It was confirmed that Angela O'Donoghue would chair this Agenda Item.

Councillor Rodney Chambers declared a non-pecuniary interest in any items on the agenda which concerned the Historic Dockyard Chatham, as he is a trustee thereof.

**4 Questions from the Public**

There were none.

Adam Bryan updated the Board that a draft report had been received from the Ombudsman following a complaint made relating to the Rochester Airport project. Once a final report has been issued it will be circulated to all Board members. An update of the findings of the Ombudsman was given verbally.

**5 A127 The Bell and A127 Essential Maintenance LGF Funding Decision**

The Accountability Board (the Board) received a report from Rhiannon Mort and a presentation from Steer, the SELEP Independent Technical Evaluator (ITE), the purpose of which was for the Board to consider the award of £1m Local Growth Fund (LGF) to the A127 The Bell and Essential Maintenance project (the

Project) based on the Outline Business Case, which has been through the (ITE) review process.

The Board discussed the importance of this project and it was suggested that in future the use of Maps, for example, extracts from Google Maps would assist Members to understand the location of projects and what is trying to be achieved.

Board Members raised concerns about the maintenance costs for de-trucked roads and asked for SELEP support in writing to Government on this point, but also recognising the role of Transport for the South East and Transport East, Sub-National Transport Bodies.

**Resolved:**

1. **To Approve** the award of £1m LGF to support the further development of the Project identified in the Outline Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this, subject to confirmation that the funding gap has been bridged though one of two potential sources;
  - 1.1. LGF3b additional LGF allocation; or
  - 1.2. Additional funding contribution from Southend Borough Council
2. **To Note** the intention to develop a Full Business Case in 2019 to draw down the remaining £9.9m LGF allocation the Project. The full Business Case will confirm the preferred delivery option for the Project.
3. **To Note** that if the Board do not agree the award of the remaining LGF to the Project based on the Full Business Case and no alternative funding source is identified to deliver the Project, then any LGF spent on the Project in advance of the final decision by the Board may become an abortive revenue cost and the LGF will need to be repaid.

**6 Javelin Way Growing Places Fund Award**

The Accountability Board (the Board) received a report from Rhiannon Mort and a presentation from Steer, the purpose of which was for the Board to consider the award of £1.597m of Growing Places Fund (GPF) Loan to the Javelin Way Project, in Ashford (the Project).

**Resolved:**

**To Approve** the award of £1.597m GPF by way of a loan to enable the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with high certainty of achieving this, on the basis that the loan is repaid by 31<sup>st</sup> March 2022; and subject to confirmation of the £3.069m grant from the Art's Council England.

**7 Capital Programme Management of the Local Growth Fund**

The Board received a report and presentation from Rhiannon Mort, the purpose of which was for the Board consider the latest position of the Local Growth Fund (LGF) Capital Programme, as part of SELEP's Growth Deal with Government.

Members voiced their concerns regarding unrealistic deadlines and felt that it was important for there to be flexibility and for a "common sense approach" to be applied.

Paul Carter raised some issues regarding recommendation 6 in the report, feeling that this created unnecessary work. Rhiannon explained that there need to be a clear audit trail for the cancellation and/or change to projects included within the Growth Deal. It was agreed to amend this recommendation which is reflected below.

**Resolved:**

1. **To Note** the updated LGF spend forecast for 2018/19, as set out in section 4 of the report
2. **To Note** deliverability and risk assessment, as set out in section 6 of the report
3. **To Approve** the acceleration of LGF spend in 2018/19 for the following seven projects:
  - 3.1. Eastbourne and South Wealden Walking and Cycling LSTF package (£70,000).
  - 3.2. Kent Thameside LSTF (£221,000);
  - 3.3. Kent Rights of Way Improvement Plan (£100,000);
  - 3.4. A2500 Lower Road (£97,000)
  - 3.5. Kent Engineering, Design, Growth and Enterprise (EDGE) hub (£2m)
  - 3.6. Chatham Town – Centre Place-Making and Public Realm Package (£200,000); and
  - 3.7. London Gateway/ Stanford le Hope (£2.157m)
4. **To Approve** the re-profiling of LGF spend from 2018/19 to future years of the growth deal programme for the following thirteen projects:
  - 4.1. Eastbourne Town Centre and LSTF walking and cycling (£505,000);
  - 4.2. Tunbridge Wells Junction Improvements and cycle scheme (£556,000);
  - 4.3. Kent Strategic Congestion Management Programme (£437,000);
  - 4.4. Kent Sustainable Interventions Programme (£169,000);
  - 4.5. Maidstone Integrated Transport Package (£1.587m);
  - 4.6. A28 Sturry Link Road (£289,000)
  - 4.7. Dartford Town Centre Transformation (£730,000);
  - 4.8. Fort Halsted (£200,000)
  - 4.9. A2 off-slip Wincheap, Canterbury (£354,000)
  - 4.10. Sandwich Rail Infrastructure (£351,000)

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- 4.11. A289 Four Elms Roundabout to Medway Tunnel Journey Time Improvements (£586,000)
  - 4.12. Strood Town Centre Journey Time and Accessibility Enhancements (£2.526m)
  - 4.13. Medway City Estate Connectivity Improvement Measures (£273,000)

5 **To Approve** the increase in LGF spend by £49,000 in 2018/19 for Purfleet Centre, Thurrock, as a result of additional LGF slippage having been identified due to the LGF spend in 2016/17 having been overstated in 2016/17.

6. **To Note** the proposal to bring forward proposed change of scope for the Maidstone Integrated Transport Package, to be considered by the Board in February 2019 following a revised Business Case being reviewed by SELEP Independent Technical Evaluation, subject to a review of the process by the SELEP Secretariat.

7. **To Note** the reallocation of £200,000 LGF from the Strood Town Centre to the Chatham Town Centre, as set out in section 8 below. This reallocation is below the 10% threshold permitted under the SELEP Assurance Framework.

8. **To Note** that options will be presented to the SELEP Strategic Board on the 7th December on a potential approach to manage LGF projects which have been awarded LGF by the Accountability Board but where the delivery of the Project presents a high risk or the Project has been put on hold.

## 8 **Harlow Advanced Manufacturing and Engineering Centre (HAMEC) skills capital round one underspend utilisation update**

The Board received a report from Louise Aitken which was presented by Rhiannon Mort the purpose which was to seek Accountability Board (the Board) approval to reduce the match funding requirement associated with the approval for the award of £234,815 of Local Growth Fund (LGF) Capital Grant to Harlow College to purchase specialist equipment supporting the Harlow Advanced Manufacturing and Engineering Centre (HAMEC) (the Project).

Members expressed their disappointment that match funding had not materialised as had been envisaged. They proceeded to discuss the repercussions of this situation and how this might be avoided in the future.

### **Resolved:**

1. **To Approve** a change request to reduce the scope and cost of the Project as Harlow College have been unsuccessful in securing all the match funding that was a condition of the LGF award that was made to the Project by the Board in April 2018; and to

2. **To Approve** the reduced match funding requirement for the Project from £250,415 to £80,663.

## 9 **A28 Chart Road – Update**

The Board received a report (Appendix 1 was considered under Exempt items) which was introduced by Lee Burchill, KCC LGF Programme Manager which and subsequently presented by Rhiannon Mort, the purpose of which was to make the Accountability Board (the Board) aware of the latest progress and issues relating to the delivery of the A28 Chart Road project (the Project).

The Board discussed the decision-making progress and expressed the need for local consideration by the Federated Board. It was consequently agreed to amend recommendation 3 of the report as reflected below.

Resolved:

1. **To Note** the progress made to date towards the delivery of the Project and the Project funding risk as set out in Section 4 of the report.
2. **To Note** the requirement by Kent County Council (KCC) for Chilmington Green developers to provide confirmation that their funding contribution to the construction costs of the Project is available as set out in the Confidential Appendix.
3. **To Note** that KMEP will consider the project and will bring forward an option for consideration by the SELEP Strategic Board and the Accountability Board on 15th February 2019.

## 10 **A13 Widening Update**

The Board received a report from Paul Rogers, Programme Manager Major Schemes, Thurrock Council. The purpose of the report was to provide Board with an update on the A13 widening project (the Project).

Resolved:

To Note the update report on the A13 widening Project.

## 11 **Growing Places Fund Update**

Geoff Miles left the room due to his previously made declaration of interest. This item was chaired by Angela O'Donoghue as the Vice Chair.

The Board received a report from Rhiannon Mort the purpose of which was to update the Board on the latest position of the Growing Places Fund (GPF) Capital Programme.

Resolved:

1. **To Note** the updated position on the GPF programme;
2. **To Note** the risk to the repayment schedule for the Priory Quarter Project;
3. **To Note** the risk to the repayment schedule for the Workspace Kent

Project;

4. **To Note** the potential £753,398 funding gap between the GPF draw-down schedule and the GPF available through repayments during 2019/20, as set out in section 5 of the report.

Cllr Carter, Cllr Chambers and Angela O' Donoghue left the meeting at this point

## 12 **SELEP Revenue Budget Update**

The Board received a report from Lorna Norris and Adam Bryan, the purpose of which was for the Board to consider the half year financial position for the SELEP Revenue budget, including an updated forecast outturn for 2018/19. In addition, an outline budget for 2019/20 has been produced based on current best knowledge of funding streams in 2019/20.

### **Resolved:**

- 1 **To Note** the latest forecast revenue outturn position for 2018/19 of an under spend of £548,000;
- 2 **To Approve** the outline revenue budget for 2019/20; and
- 3 **To Confirm** that Local Authority partners will continue to provide revenue support and match for core funding in 2019/20.

## 13 **Assurance Framework and Deep Dive Implementation Update**

The Board received a report from Adam Bryan the purpose of which was to make the Board aware of:

1. The progress which has been made by the South East Local Enterprise Partnership (SELEP) team and the federated areas in implementing the changes necessitated by the refreshed Assurance Framework and Deep Dive. *The Board is reminded that it is accountable for assuring that all requirements of the Assurance Framework are implemented.*
2. The progress made against the Governance and Transparency Performance Indicators.

Board members discussed the need to ensure that the good work of the LEP is promoted widely and to ensure that key messages are shared with local MPs in a timely manner.

## 14 **Date of Next Meeting**

The Board noted the following future meeting dates:

- 15th February 2019
- 12th April 2019
- 7th June 2019
- 13th September 2019
- 15th November 2019
- 14th February 2020

All the above to be held at 10am at High House Production House.

There being no urgent business the meeting closed at 12.12pm

**15 Exclusion of the Public**

That the press and public be excluded from the meeting during consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information as specified in paragraph 3 of Schedule 12A of the Local Government Act 1972.

**16 A28 Chart Road CONFIDENTIAL APPENDIX 1**

The Board considered A28 Chart Road Confidential Appendix 1.

**Chairman**