



Attendees

AC	Ana Christie	Sussex Chamber of Commerce	KG	Cllr Keith Glazier	East Sussex CC
AN	Cllr Ann Newton	Wealden DC	LR	Lisa Rawlinson	Lewes DC / Eastbourne BC
ASh	Cllr Alan Shuttleworth	Eastbourne BC	ME	Martin Ellis	Recruitment South East
ASm	Cllr Andy Smith	Lewes DC	MS	Martin Searle	FSB
BK	Beth King	Locate East Sussex	PC	Cllr Peter Chowney	Hastings BC
CE	Christina Ewbank	ACES	PJ	Phillip Johnson	Locate East Sussex
CM	Cllr Carl Maynard	Rother DC	PS	Penny Shimmin	Sussex CDA
CS	Clive Soper	FSB	RD	Richard Dawson	East Sussex CC
DG	Derek Godfrey	Ellis Builders	RM	Rhiannon Mort	South East LEP
DvS	David Sheppard	D-RisQ Ltd	RS	Cllr Rupert Simmons	East Sussex CC
DnS	Dan Shelley	East Sussex College Group	SB	Sue Baxter	University of Brighton
GP	Graham Peters (CHAIR)	ES Rural Partnership	SD	Stewart Drew	De La Warr Pavilion
IG	Isabel Garden	Wealden DC	SH	Simon Hubbard	Hastings BC
IM	Iain McNab	BEIS	SM	Stefania Manco	East Sussex CC
JW	Jon Wheeler	East Sussex CC	TL	Tony Leonard	Rother DC

Apologies

AB	Adam Bryan	South East LEP	DT	Cllr David Tutt	Eastbourne BC
BS	Cllr Bob Standley	Wealden DC	IF	Ian Fitzpatrick	Lewes DC/Eastbourne BC
CC	Clive Cooke	East Sussex College Group	JH	James Harris	East Sussex CC
DE	Dave Evans	East Sussex CC	KT	Katy Thomas	East Sussex CC

All of the papers and any presentations delivered at the meeting can be viewed on the following page of the ESCC website: www.eastsussex.gov.uk/business/eastsussex/selep/tesminutes/tes181203

1. Welcome & introductions

- 1.1. **GP** welcomed the attendees and delivered the apologies.
- 1.2. **GP** advised that a separate TES business members meeting took place prior to this TES meeting (*the notes of the business members meeting are given in Appendix 1*).

2. Review of previous minutes (19 Oct 2018)

- 2.1. **GP** ran through the actions of the previous meeting noting that all had been completed.
- 2.2. The previous minutes were approved by the group as an accurate record of the meeting.

3. LEP Review

Update on submissions & conversations with Government

- 3.1 **GP** explained that we are yet to hear anything formal from Central Government but we know they are insistent on there being no overlapping boundaries. **GP** stated that there have been decisive discussions in regards to Lewes DC, although it would be premature to announce anything conclusive at this stage. There have also been discussions with DCLG seeking confirmation that they are happy with our proposals, for which we are awaiting a response.

Assurance Framework implementation by SELEP and TES

- 3.2 The SELEP Assurance Framework has been revised but the draft version has not been published as further revisions will soon be necessary – the government will shortly be publishing an updated National Assurance Framework (NAF) with which SELEP will need to comply, and furthermore as part of the above LEP Review response we're jostling with the government regarding SELEP's board size and business proportion (as we believe the current setup is sufficient).
- 3.3 As it stands, TES is fully compliant with the current Assurance Framework. **DE** is currently updating the Declarations of Interest (as per the six-monthly requirement) and **GP** requested that TES members please respond to **DE** promptly when asked. A list of upcoming TES decisions is also being added to the ESCC website. Work will commence on the Assurance Framework updates in Jan 2019 and it is expected that an updated version will come to the next TES meeting on 28 Jan 2019. **DE** and ESCC colleagues will respond to all new requirements to ensure TES remains fully compliant.

Upcoming Annual Performance Review (APR) with Government

- 3.4 SELEP's upcoming Annual Performance Review will be held on 9 Jan 2019. The Government has set an agenda for the meeting which will include discussions on Enterprise Zones. *Subsequent to this TES meeting, the date for the Annual Conversation has been changed to 21 Jan 2019.*

4. Current Funding Applications

Local Growth Fund (LGF) Round 3B

- 4.1 **JW** explained that £8.3m of the original £75m LGF allocation remains unallocated, to be spent by Mar 2021. Stage 1 of the process involved an open call for projects, for which 21 Expressions of Interest (EOIs) were received in East Sussex. 10 EOIs were taken forward to the next stage and submitted Strategic Outline Business Cases (SOBC) by 26 Oct 2018. The SELEP Independent Technical Evaluator (ITE) has now assessed all of the SOBCs and we know that 8 of our 10 projects have been put forward to the final prioritised list.
- 4.2 The SELEP Investment Panel was originally due to meet on 7 Dec 2018 to consider the ITE's recommended prioritised list of pipeline projects. *This meeting has now been postponed, and subsequent to this TES meeting the date of the Investment Panel meeting has been confirmed as 8 Mar 2019; further details on the requirements of scheme promoters will be provided shortly by the SELEP team and ESCC colleagues.*
- 4.3 In regards to the two East Sussex projects that did not make it through – the Winter Gardens and Bexhill Workspace projects – we would still consider them potential pipeline projects in East Sussex. Once the ITE's detailed feedback has been received, to include the facts of their evidence-based decision making, this will be shared with TES. ESCC colleagues will follow up with scheme promoters and provide help as required to refine the projects and business cases (principally for those prioritised in the ranked LGF-3B list). **RS** pointed out that it would also be timely to properly examine every project that didn't make it. **RD** reminded the group that there is still the potential for the LGF-3B pot to increase to around £40m+ depending on the position of some of the existing Kent/Essex LGF projects.
- 4.4 In terms of existing LGF projects, **RM** highlighted that all business cases need to come through by the end of the financial year or else risk their LGF funding allocation being reallocated back into the programme. There are a variety of options being taken to the SELEP Strategic Board (e.g. where a project may be put 'on hold' rather than cancelled and have its funding reallocated into other areas). **KG** noted that all members of the SELEP Accountability Board have made it clear they don't want funding sitting around, however exceptions should be made for situations that are out of upper tier authority partners' control as it might inhibit further sensible bids coming forward in the future and we don't want to penalise schemes that have potential.
- 4.5 **RD** added that we currently have one project in East Sussex which is yet to submit its full business case, the *A22/A27 Junction Improvements* scheme (£1m LGF allocation). Owing to the amount of lead-time required to submit a full business case (approximately 2.5 - 3 months in advance for consideration by the SELEP ITE to allow them to assess/review), we no longer have time to get this business case reviewed at the Feb 2019 Accountability Board meeting. *However, at the upcoming SELEP Strategic Board meeting an option to extend the deadline will be put forward, i.e. for business cases to come to the Apr 2019 Accountability Board instead. If the deadline is not extended then our £1m LGF allocation will be lost.*

[Action: TES members attending the SELEP Strategic Board meeting on 7 Dec 2018 to vote in favour of extending the deadline for LGF business cases to come forward; TES members to also make it clear that the Apr 2019 Accountability Board meeting must be the final cut off point for business case submissions]

Additional post-TES note: following the SELEP Strategic Board meeting on 7 Dec 2018 the above recommendation was approved, allowing our A22/A27 business case to be submitted for the Apr 2019 Accountability Board; ESCC colleagues will ensure this business case is compiled in Jan 2019 for prompt submission.

- 4.6 **JW** went on to provide an update on all our current LGF projects via the Dashboard (included in the stakeholder updates), highlighting in particular the North Bexhill Access Road (NBAR) which is 95%

complete and should be fully completed by Christmas. He also highlighted a table on the SELEP Strategic Board papers which illustrates that the East Sussex LGF spend relative to its allocation is far greater than the other federated areas, currently at 65%. This is a clear demonstration that East Sussex is delivering and spending funds within time.

- 4.7 **RD** provided an example of a particular Growing Places Fund (GPF) success, Havelock Place in Hastings. This is a Seachange Sussex owned building that, subject to legal agreements, will be repaying the final payment of its £6.87m GPF loan in full earlier than expected due to the successful negotiation and sale of the property. This is money that will be passed back through to SELEP to reinvest in further GPF funded projects. **RM** stated that *GPF Round 3* should start in 2019 with around £12m expected to go back into the GPF pot (not accounting for the above additional finance coming back from SCS earlier than expected).

SELEP Sector Support Fund (SSF)

- 4.8 The Sector Support Fund (SSF) is a £500k funding pot over a 4 year period for pan-LEP projects. Following the current bidding round deadline of 2 Nov 2018, two SSF projects are seeking approval at this time for revenue funding support – the '*Coastal Communities Economic Prospectus*' led by Hastings BC on behalf of SELEP's Coastal Communities Working Group, and '*Delivering skills of the future through teaching: teaching for growth*' led by Essex CC on behalf of SELEP's Skills Working Group. Both projects will require at least one federated board endorsement plus the approval of the relevant upper tier authority.
- 4.9 **SH** explained that the proposed Coastal Communities Economic Prospectus will look out at how future opportunities can be developed within a region (such as culture, care industries and housing demands) with consideration of the barriers in terms of land value, mobility, increasing investment in public realm and Brexit. Additional information is being coordinated on current initiatives, e.g. the Coastal Communities Fund providing funding to projects such as White Rock, plus Arts Council England and the National Lottery Fund offering significant opportunities to develop new programmes and ideas. Full details given in the report in the TES papers.
- 4.10 **DnS** explained the proposal for the Teaching Skills project, which will address the core challenges in recruiting experienced and qualified teaching staff through a high quality marketing and recruitment campaign, alongside using grants to top up and increase the salary offers. Individuals don't necessarily need to work full time in Further Education to contribute to these sectors as they offer flexible hours. It would also be effective to link this with other initiatives, encouraging people in these sectors to train for a total of 36hrs to achieve a Certificate in Education; education training providers will give bursaries for training courses and the Sector Support Fund will pay for the recruitment campaign. Full details given in the report in the TES papers.
- 4.11 **The TES Board endorsed both sector Support Fund applications.**

5. SELEP Strategic Economic Plan – newly termed 'Economic Strategy Statement'

- 5.1 TES held a Strategic Economic Plan consultation workshop on 20 Sep 2018, after which a 30+ page draft document titled *Economic Strategy Statement* (ESS) was presented to the SELEP Strategic Board on 25 Oct 2018. It was immediately circulated to East Sussex partners and stakeholders who were given until 9 Nov 2018 to comment. Additional feedback was provided by Hastings and Eastbourne/Lewes Councils alongside a comprehensive response from the County Council. A final draft document has now been produced, to be approved at this week's SELEP Strategic Board meeting.
- 5.2 TES members raised concerns around the lack of opportunity to confirm whether our comments had been properly reflected before the final version was circulated just ahead of this TES meeting. **RD** highlighted the transport sections which we know were poor and only focused on roads (ports and rail also needed to be covered) plus inconsistencies in reference to four economic/federated areas. **GP** and **AC** added that a stronger focus on business is required, including the role that business will take and the business challenges and opportunities. All of these areas need to be checked and clarified ahead of the Strategic Board meeting; ESCC colleagues will further review over the coming days and provide comments in a briefing to the TES members attending the SELEP meeting.
- 5.3 **PS** added that stronger reference should be made to Social Enterprise and the Social Enterprise Working Group; we should be addressing deprivation and want to ensure it's included in the strategy. **RS** also suggested that the text should be directed towards greater 'productivity' as that's

the main driver of the Industrial Strategy. **RM** agreed to take these points away and ensure they're reflected in the ESS.

[Action: RD and DE to incorporate the above Economic Strategy Statement comments within the usual TES members' briefing note for those attending the SELEP Strategic Board meeting on 7 Dec 2018]

- 5.4 **RD** commented that once the ESS has been approved by the SELEP Strategic Board, the intention is that any further 'non-material' changes will be made, followed by the design work with an expected publication of the ESS in Feb 2019. In tandem with this, from Jan 2019 onwards the SELEP team will begin work with federated area partners on the development of the *Local Modern Industrial Strategy* (LMIS); the requirements, resources and timetable will be developed in the New Year, with the deadline set by Government to produce LMIS by Mar 2020. The intention will be for TES to have a series of workshops throughout 2019 to aid in the development of the LMIS.

6. Locate East Sussex – new promotional website

- 6.1 **PJ** presented the new Locate East Sussex website – www.locateeastsussex.org.uk – and gave a live demonstration. The website can be seen as an advice provider for businesses. Users can tailor their own content through the User HUB by entering their own search criteria.
- 6.2 **BK** demonstrated the website's various functions. The website presents the county as a place to do business, giving the top 10 reasons for setting up a business in East Sussex. There are specific pages for districts and boroughs to highlight their attractions, differentiating them from each other, and also showing the companies that are based there. Sectors have been combined, such as 'Engineering & Manufacturing' and 'Leisure & Lifestyle', showing success stories of companies within these sectors and the background of the people behind the success stories.
- 6.3 In relation to the target audience, key personas have been developed to target different users in the User HUB; there will be people both inside and out of the county using the website so it has to engage everyone.
- 6.4 There is a specific 'Enterprise Zone' area of the site, signposting users to commercial properties within the Zone and with a link to the main Enterprise Zone website.
- 6.5 **DnS** commented that the website is very useful to explain to students what there is in East Sussex by showing value by sector and geography. These stories could be used to develop teaching resources so the website can be used for multiple purposes. **RS** highlighted that the construction sector is struggling to grow due to the lack of apprenticeship recruitment, so skills are worth promoting. It was also suggested that there should be business support linking to the Chambers of Commerce, to highlight the importance of these groups and the work they do. **BK** agreed to address these points.

[Action: BK to address the areas raised by TES members on improvements to the new Locate East Sussex website]

7. Wealden Local Plan update

- 7.1 **IG** explained that Wealden DC is considering over 2,000 representations. A meeting with Natural England (NE) on Wealden's response is being held on 13 Dec 2018, and they are planning to submit the Local Plan to the Secretary of State in late Jan 2019. The Plan will deliver 14,000 homes, mainly focusing on the south of the district although there is housing identified across the whole district. In terms of air quality and the impact on highways, Wealden DC is working with neighbouring authorities and there are meetings planned with those individual authorities. *A short summary note on the Wealden Local Plan is given in Appendix 2; more information can also be found on the Wealden DC website:*

www.wealden.gov.uk/Wealden/Residents/Planning_and_Building_Control/Planning_Policy/Wealden_Local_Plan/PPolicy_Wealden_Local_Plan.aspx

- 7.2 Wealden DC is also working with the County Council on the Housing Infrastructure Fund (HIF) Forward Funding bid, for submission on 1 Mar 2019. As well as facilitating the development of housing, the bid currently includes schools, transport infrastructure improvements and mitigation measures to support the Ashdown Forest.

8. SELEP Strategic Board meeting (7 Dec 2018)

8.1 **RM** noted that most of the Strategic Board agenda items had already been covered above but highlighted some of the additional items, such as feedback on the position of the LEP Review, approving the Tri-LEP Energy Strategy, the 2017/18 Statement of Accounts and a presentation on the Lower Thames Crossing (LTC) from Highways England.

8.2 The usual TES attendees were confirmed but a Local Authority substitute needs to be found for **DT**, which **RD** agreed to follow up with **DE**.

[Action: DE to clarify which Local Authority TES members are attending the SELEP Strategic Board meeting on 7 Dec 2018 and confirm substitutes where appropriate]

9. Additional updates & stakeholder reports (for info)

9.1 **DG** highlighted the Developers East Sussex (DES) Leaders' Dinner which took place on 27 Nov 2018. There were 30+ attendees including 15 developer companies and housing associations, alongside senior local authority representatives in economic development/planning and Council Leaders. The theme was 'relationship building', with discussions on partnerships and new housing also taking place. Overall the dinner was a great success and plans are already underway to secure a date/venue for next year.

10. TES round table / AOB

10.1 **GP** apologised for not having enough time to provide any feedback from the earlier business members meeting but agreed to share the meeting notes with the whole group (*attached in Appendix 1*). **GP** did highlight one particular point, that the TES business members **agreed to appoint David Sheppard as the TES Vice Chair** (having been granted delegated authority to do so by the full TES Board at the Sep 2018 meeting and as per the TES Terms of Reference).

10.2 **IM** mentioned the Local Modern Industrial Strategy (LMIS), details of which had been announced that morning. All LEPs will be required to produce one, and any LEP not currently in negotiation with the Government will be in 'wave 3'. The deadline for production of the strategy is 2020. **IM** also stated that there was a recent announcement on the Gov.UK website seeking views from businesses on the impact of Brexit and any 'no deal' scenario planning; if there are businesses out there that can respond they want to hear from them.

10.3 **AC** touched on Gatwick Airport and its contribution to economic growth. A consultation is currently open on Gatwick's Draft Master Plan which sets out proposals for the airport's ongoing development and sustainable growth. Businesses in particular are asked to respond by the deadline of 10 Jan 2019: www.gatwickairport.com/masterplan2018

10.4 For consideration, should TES receive regular short written updates from all of the Districts and Boroughs on where they are with their Local Plans? This could be included in the regular stakeholder reports. **GP** will consider this and how the information can best be compiled.

10.5 **DnS** commented that a 5 year Education Strategy is in the process of being developed, to be ready by the end of Jan 2019, to help meet the skills needs of East Sussex.

10.6 Owing to the topics required to come back to TES, the next scheduled TES Workshop on 28 Jan 2019 will likely be a mix of both a main meeting and a workshop session. It is expected to cover any required changes to working arrangements due to SELEP Assurance Framework updates, detailed feedback on East Sussex LGF-3B schemes to inform the SELEP Investment Panel meeting, an update and discussion on the East Sussex Growth Strategy performance and priorities, and potentially an early discussion on the Local Modern Industrial Strategy. Immediately prior to the TES Workshop there will also be a separate business reps meeting, at which Becky Shaw will look to consult business members on ESCC's budget plan for 2019/20.

10.7 The TES meeting schedule for the rest of 2019 is currently being confirmed; **DE** will circulate the dates in due course.

Attendees

AC	Ana Christie	Sussex Chamber of Commerce	ME	Martin Ellis	Recruitment South East
BK	Beth King	Locate East Sussex	MS	Martin Searle	FSB
CS	Clive Soper	FSB	PJ	Phillip Johnson	Locate East Sussex
DG	Derek Godfrey	Ellis Builders	RD	Richard Dawson	East Sussex CC
DvS	David Sheppard	D-RisQ Ltd	SD	Stewart Drew	De La Warr Pavilion
DnS	Dan Shelley	East Sussex College Group	SM	Stefania Manco	East Sussex CC
GP	Graham Peters (CHAIR)	ES Rural Partnership			

Apologies

DE	Dave Evans	East Sussex CC	PS	Penny Shimmin	Sussex CDA
GM	Graham Marley	Let's Do Business Group	SD	Sean Dennis	Let's Do Business Group

1 - Possible TES priorities for 2019

- Major Transport Infrastructure: A27, A21, A22, A259 lobbying, HS1 and rail services.
- Commercial land availability: whether the land is fit for purpose and what else we should be doing in regards to this. We should also be looking at the links and infrastructure around the land. DES is currently looking at this and should be receiving feedback in early 2019.
- Mobile connectivity: including 3G/4G and of course 5G.
- Continuity planning for Brexit.
- Business support and inward investment: build upon the programmes developed, ensure the business support landscape is simplified and ensure attraction to the area and its image is raised.
- Take forward opportunities emerging from funding; money needs to be fed into the right areas to ensure the right outputs are achieved.
- The issues around subjects being taught in college not supporting businesses (including similar 'next step' issues after college).
- Continue to support the Visitor Economy.
- There is a need to support retailers; more community space should be made to draw people to the area. Work should also be done on transport and pedestrian movements.
- Links with Gatwick to encourage visitors to come to the South East rather than go to London.

2 - Business member briefs/portfolios

- Each TES business member should take a portfolio on a different subject, for example on high technology, communication or Brexit, and then should look at situations from that perspective.
- A 'skills audit' was suggested, where individuals score themselves in terms of their skills to self-identify their area of expertise – as a board we have to see what skills we need and should look at whether we already have these skills amongst the team or if we need to search beyond the group for them. **[Action: SD agreed to circulate a skills audit sheet he recently used in setting up a cultural board, for completion by TES business members]** (Note however that there isn't a tech subgroup within the skills audit, which is something we should be looking at, so the sheet may need to be amended for use by TES.)
- TES subgroups and SELEP sector working groups were discussed, considering whether business members can and want to play a part in such groups. The question was raised whether we need county reps for the SELEP working groups; two reps who can feed back into the groups or ask the groups questions from TES.
- It would be useful to have more in-depth knowledge on TfSE, and to have a relationship with Network Rail and Highways England. It's also beneficial to have in-depth knowledge on Environment East Sussex (EES) to support our arguments. There needs to be an 'interface between experts' to gain this understanding, which we need to instigate. **[Action: RD and DE to invite TfSE to future TES meeting in 2019]**
- TES receives regular updates on the work of the subgroups (BES, CES, DES, EES, SES etc. via the regular stakeholder update reports) but we don't have a report on what the SELEP working groups do. This would help give TES a deeper understanding of everything going on and allow members to

see where they could influence or want to be involved in the SELEP working groups. *[Action: DE and RD to follow up with Sam Grant (SELEP Secretariat) on obtaining greater detail on the individuals and organisations that sit on each of the SELEP working groups]* (RD had requested this information last month but is still awaiting feedback on all of the working groups.)

- Similar updates from business members on their areas of expertise would be useful; whatever anyone does, it should be reiterated back in short form to TES (in the form of a paragraph, for example).
- There seems to be an imbalance between the private and public sector on the TES agenda, so business members should be feeding specialities into the agenda and taking more of a lead, or at least seeking an opportunity to have space on the agenda to bring forward specific priorities. It was felt that the current local authority focus is working well enough but there is further opportunity to take more of a business view/perspective.
- In terms of the briefs/portfolios, both a strategic and implementation view should be taken.
- We need to ensure that we are dynamic enough to form a system which enables us to do things differently; this means we might need to bring in people from other areas (if we have and can ask for the resources to do that).

3 - TES Vice Chair

- The group discussed whether the 'optional' role of TES Vice Chair should be instigated – as per paragraph 5.5 of the TES Terms of Reference and following the Sep 2018 TES meeting where the TES members agreed that delegated authority to make the appointment (or not) should be granted to the business members of TES.
- Following a brief discussion the group concluded that TES would indeed benefit from the role. ***The TES business members agreed to elect David Sheppard as the TES Vice Chair.*** GP and RD will meet with DvS to provide an overview of the role's duties and responsibilities, and any additional documentation will be provided by DE.

- We have gone through the Regulation 19 representation stage and are considering over 2,000 representations made by 377 different people or bodies. It is noted that several correspondents do not agree with our approach to the Habitats Regulations and we are still working through this with the help of consultants, new case law and new EU Guidance. We have a meeting with Natural England next week.
- We intend to submit the Plan to the Secretary of State at the end of the year or very early 2019.
- Delivery of 14,228 dwellings between 2013 and 2028 focused on the south of the District within transport constraints, although housing development is identified across the District.
- Housing growth meets the District's objectively assessed housing need of 950 dwellings per annum.
- Of the 14,228 dwellings, 7,700 are already built or have planning consent, 4,000 dwellings are allocated. A further 2,516 dwellings are identified as windfall development.
- An allocation of 22,500sqm of industrial floorspace on the A22 corridor with some additional 190,000sqm identified in separate geographical areas.
- In addition to housing and employment growth, the document contains policies for day to day development management decisions.
- It is considered that the Plan is ambitious with a number of infrastructure and environmental mitigation measures, but it can be delivered.
- The WLP document will be reviewed every 5 years or when certain criteria are met including:
 - waste water treatment works capacity;
 - delivery of housing;
 - review of air quality;
 - The effectiveness of mitigation measures in relation to air quality;
 - Highway capacity issues (the need for an offline A27).
- We are working with County on the Housing Infrastructure bid to get grant funding from Homes England to facilitate the delivery of houses. The bid is circa £30 million but the ask is still being calculated. It includes funding for:
 - a new two-form entry primary school in Hailsham;
 - transport improvements including additional junction capacity in South Wealden;
 - strategies to mitigate nitrogen deposition on the Ashdown Forest (website, electric vehicle chargers, air quality monitoring equipment).
- The Council is committed to continuing to work with neighbouring local authorities and other bodies in the development of future plans.