

## Meeting Minutes

**DRAFT**

**opportunity**  
**south essex**

**Meeting**  
**Date and Time**  
**Venue**

OSE Board  
13<sup>th</sup> February 2019, 14:00  
Southend Airport

### Attendees

Kate Willard  
David Barnes  
Mark Curle  
Chris Brookhouse  
Martin Hodson  
Murray Foster  
Perry Glading  
Angela O'Donoghue  
Robert Singh  
Ian Lewis  
Adam Bryan  
Larry Fenttiman  
Lucy Harris  
David Burch  
Colette Bailey  
James Sharples  
Shona Johnstone  
Iain McNab  
Tomasz Kozlowski  
Cllr Gagan Mohindra  
Dawn Redpath  
Rosie Powley  
Cllr Norman Smith  
David Marchant  
Cllr Terry Cutmore  
Shaun Scrutton  
Cllr John Lamb  
Alison Griffin  
Steve Cox

Stobart Group (Chair)  
Basildon Business Board  
Galliford Try  
Greenery  
Peak Security  
Southend Business Partnership  
Thurrock Business Board  
South Essex College  
University of Essex  
Opportunity South Essex  
South East LEP  
Inner London Group  
Pixel Work  
Chamber of Commerce  
Metal  
Southend United  
Homes England  
BEIS  
Basildon Council  
Essex County Council  
Essex County Council  
Essex County Council  
Castle Point Borough Council  
Castle Point Borough Council  
Rochford District Council  
Rochford District Council  
Southend Council  
Southend Council  
Thurrock Council

### Apologies

Cllr Rob Gledhill

Sarah Stone

George Kieffer

## Meeting Minutes

| Agenda Item | Notes   | Actions   |
|-------------|---|---|
| <b>1</b>    | <b>Introductions</b>  |   |
| 1.1         | Prior to the meeting we held the first private sector group meeting. This was used to highlight challenges and opportunities within the private sector. At the next OSE Board meeting we propose to experiment with the first half to deal with public sector business, and the second half with private sector led items. The first private sector led items will be to look at the challenges of recruitment being faces by employers and the opportunity that the creative sector presents in South Essex. |   |
| <b>2</b>    | <b>Declarations of Interest</b>   |   |
| 2.1         | No declarations were made.  |   |
| 2.2         | Board Members present were invited to update and resign their Declaration of Interest forms.  |   |
| <b>3</b>    | <b>Minutes of Last Meeting</b>  |   |
| 3.1         | Minutes of 7 <sup>th</sup> November meeting approved (JL proposed, MC seconded).  |   |
| <b>4</b>    | <b>Action Tracker</b>   |   |
| 4.1         | Board Members considered that we should progress with the development of an induction pack for OSE Board Members.   | IL  |
| 4.2         | <p>A127 Lobby – concern from Board Members that this is being taken forward in isolation of the wider work of ASELA and that a technical solution has been jumped to too early. We should be looking at the corridor and demands for movement rather than a road based approach. Board support the work, but it must be clearly phased to deal with immediate issues and longer term strategic aims.</p> <p>Future meetings of the A127 Task Force to be scheduled to avoid SELEP meeting dates.</p>          | <p>DM &amp; IL to reflect these views to the Task Force</p> <p>DM/IL to follow up with project team</p> |
| 4.3         | Other items in the tracker are picked up elsewhere on the agenda.   |   |
| <b>5</b>    | <b>Directors Report</b>   |   |

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|-------------|---|-------------|
| 5.1         | IM re-iterated the position that there is ongoing Government commitment to the Thames Estuary. The Government response has been delayed as a result of EU exit.   |             |
| 5.2         | ASELA Place Narrative – The OSE Board will be updated on this at the May meeting.   | AG          |
| 5.3         | SELEP Strategic Board Composition – OSE Board have confirmed their position that the SELEP Board should have 20 members board, 2/3 private membership (in line with Government requirements) and faster implementation of diversity requirements. Concerns of district authorities in terms of representation were noted.   |             |
| 5.4         | All Strategic Board Members were reminded to exercise their vote in response to the SELEP question to the Board on Board composition.   | JL/RG/PG/CB |
| 5.5         | Board confirmed the report recommendation that the total value of delegated spend decisions between Board meetings must not exceed the lower of a) up to a maximum of 25% of the forecast closing partnership balance for the current financial year, or b) £10,000.  |             |
| 5.6         | The Board noted the report.   |             |
| <b>6</b>    | <b>LGF Capital Monitoring</b>   |             |
| 6.1         | Lessons learned paper to be produced in relation to the Basildon project that has not been able to progress. Board noted that £2.414m would be handed back to the central Local Growth Fund (LGF) pot, but this would be re-distributed as part of the LGF 3b process. This would be handled as a change control request to be decided by the SELEP Accountability Board. | TK          |
| 6.2         | The Board noted the report.   |             |
| <b>7</b>    | <b>Culture Development Fund</b>   |             |
| 7.1         | CDF is the first incarnation of the Thames Estuary Production Corridor, and will consist of a creative programme, initiatives to support skills development and the development of production and workspace facilities. £4.3m of funding from DCMS will support the programme over the next 3 years.  |             |
| 7.2         | A key part of the programme will be the Thames Estuary Festival taking place between the 18 <sup>th</sup> September and 18 <sup>th</sup> October 2020. This takes place every 4 years to shine a spotlight on the Estuary. It will use a range of venues across South Essex.  |             |

| Agenda Item | Notes  | Actions |
|-------------|--|---------|
| 7.3         | The programme will consist of a number of interlinked activities – for example, the festival will provide opportunities for learning.  |         |
|             | The Board considered that this is a great opportunity to showcase what we have within the Estuary – for example Tilbury Fort and other events such as the 200 year anniversary of The Beagle.  |         |
| 7.4         | The Board congratulated the bid team for their success in securing this funding for the Estuary.   |         |
| 7.5         | The Board will be kept up to date with progress and support they can provide through delivery.   |         |
| <b>8</b>    | <b>2019 Work Programme</b>   |         |
| 8.1         | IL presented an overview of the things that the Board will need to engage with over the next 12-18 months.   |         |
| 8.2         | <p>Comments from Board Members Included:</p> <ul style="list-style-type: none"> <li>• We need to have a clearer strategic vision – what is our destination. The South Essex Productivity Strategy needs to provide a vision for South Essex</li> <li>• We need to have a long term vision that is not deflected by election cycles</li> <li>• We need to capture revenue activity because these might be the catalyst for future investment</li> <li>• Need to work across different groups – for example recognise that skills can be a common factor across all SELEP sub groups</li> <li>• We need to create the conditions for growth and put in the foundations for delivery</li> <li>• Must recognise that we will need to look more widely at who delivers</li> <li>• We don't seem to be planning ahead for the type of industry we wish to attract</li> <li>• We need to go beyond the bare minimum – need to create an attractive proposition</li> <li>• Recognise that creativity is not just limited to the creative sector, but can support wider problem solving – creativity needs to be part of the school curriculum</li> <li>• OSE needs to build consistency across businesses around what they need to grow</li> <li>• We need to grow our own – both in terms of supply chains but also our people – embed a virtuous circle of growth</li> <li>• We must be able to demonstrate private sector input and views are acted upon</li> </ul> |         |
| 8.3         | We need to capture non capital activity because this may generate future projects and investment opportunities   |         |

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|-------------|--|--|
| 8.4         | First key action from 8.2 will be for agendas for OSE Board meeting to have items led by the private sector. The first items for exploration at our next meeting in May are: <ul style="list-style-type: none"> <li>• The challenges of recruitment being faces by employers; and,</li> <li>• The opportunity the creative sector presents in supporting the growth of South Essex.</li> </ul> | AO'D<br>C Bailey   |
| <b>9</b>    | <b>Southend Airport</b>  |  |
| 9.1         | Airport has significant growth plans for 2019 – new routes will mean 60% growth, building on 37% growth achieved in 2018.  |  |
| 9.2         | Significant recruitment drive underway across many disciplines such as fire fighters, cleaners, security maintenance, baggage handling and projects team. Current job numbers to be confirmed.   | KW to provide link to Annual Report to confirm Job Numbers |
| 9.3         | Currently resurfacing the runway to enable use by heavier aircraft. This represents a £11m investment.   |  |
| 9.4         | Off-site manufacture being used to construct new facilities to support the new Ryanair services commencing in April 2019.  |  |
| 9.5         | Works to smooth passenger flow and extend facilities to support greater passenger numbers about to commence.   |  |
| 9.6         | Growth aim is to reach 5 million passengers by 2023. Airport has theoretical capacity of up to 10 million passengers. Timing of investment is critical in securing growth but ensuring a return on this investment.  |  |

**Next Meeting**

Wednesday 22<sup>nd</sup> May. Venue to be confirmed

1:00 start for Private sector pre-meet

2:00 start for OSE Board