

## Meeting Minutes

**DRAFT**

**Meeting** OSE Board  
**Date and Time** 14<sup>th</sup> November 2019, 14:00  
**Venue** Green Centre, Wat Tyler Country Park, Pitsea, Basildon

### Attendees

Kate Willard	Stobart Group (Chair)
Murray Foster	Southend Business Partnership
Perry Glading	Thurrock Business Board
Angela O'Donoghue	South Essex College
David Barnes	Basildon Business Board
Lucy Harris	Pixelwork
Robert Singh	University of Essex
Chris Brookhouse	Greenergy
Sarah Stone	Konica Minolta
Mark Curle	Essex Developers Group
Larry Fenttiman	Inner London Group
David Burch	Essex Chamber of Commerce
Colette Bailey	Metal
James Sharples	Couno
Cllr Kevin Robinson	Southend on Sea Council
Cllr Norman Smith	Castle Point Borough Council
Cllr Tony Ball	Essex County Council
Cllr Mike Steptoe	Rochford District Council

### Apologies

Rob Gledhill	David Burch	George Kieffer
Cllr Ron Woodley		

### Officers/Observers/Presenters

Iain McNab	Cities and Local Growth Unit
Emma Wilcox	Creative Estuary
Stephen Taylor	Thurrock Council
Andy Lewis	Southend Council
Dawn Redpath	Essex County Council
Ian Lewis	Opportunity South Essex
Sharon Spicer	South East Local Enterprise Partnership
Dave Manning	Lower Thames Crossing
Emma Wilcox	Creative Estuary

### Meeting Minutes

Agenda Item	Notes	Actions
1	<b>Introductions</b>	
1.1	Kate Willard confirmed that this would be her last Opportunity South Essex meeting as chair. Kate has been	

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	successful in securing the role of Envoy for the Thames Estuary, which means that she would be stepping down from the OSE Board. The board were unanimous in congratulating Kate in securing the role.	
1.2	Kate proposed that Perry Gladding became interim chair of OSE. The Board accepted this proposal, and confirmed Perry as Interim Chair.	
<b>2</b>	<b>Declarations of Interest</b>	
	None specifically declared.	
<b>3</b>	<b>Minutes of Last Meeting</b>	
3.1	Minutes of the 11 <sup>th</sup> September 2019 meeting were approved	
<b>4</b>	<b>Action Tracker</b>	
4.1	Progress with the website was raised. ASELA are aiming to start development of their site early in the new year. We will keep this action live until we have confirmation of progress with the ASELA site	IL to follow up
<b>5</b>	<b>Directors Report</b>	
5.1	Apprenticeship Levy – indicated that Thurrock have a process in place, and Southend are developing a process for the use of local authority levy within local supply chains.	
5.2	South Essex College are launching the Apprenticeship Levy Pledge with businesses to support the distribution of levy within their supply chains.	
5.3	Basildon and Essex have been invited to present the work they have been doing with the National Infrastructure Commission at the next meeting of the Board.	Basildon & Essex to present NIC project on 4 <sup>th</sup> March 2020
5.4	The Board were asked to note that the Expression of Interest for the Strength in Places Fund for Resilient Infrastructure has been submitted.	
5.5	The Board noted the report	
<b>6</b>	<b>LGF Capital Monitoring</b>	
6.1	The Board agreed that we should write to the SELEP Chair indicating our concerns that high risk projects within the Local Growth Fund Programme need to make an early decision about their ability to spend the funding ahead of the March 2021 deadline. We will seek swift reallocation to	OSE to write to SELEP Chair

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	other pipeline projects which are in a position to deliver in this timescale, and also the flexibility to introduce new projects.	
6.2	Sector Support Fund proposal for Creative Connectivity – since publication of the papers this project has been further developed. A revised proposal will be sent electronically to the Board for approval once it is complete.	University of Essex to Update, IL to distribute for approval
6.3	The Board noted the report	
<b>7</b>	<b>OSE Board</b>	
7.1	The Board approved the terms of reference, on the basis that we have the flexibility to review within the next 12 months. This is to ensure their ongoing relevance and don't get in the way of what OSE seeks to achieve.	
7.2	The Board approved the Board recruitment process. The timetable outlined in the papers may shift slightly, but the application window will be this side of Christmas. Selection and appointment will take place early in the new year. Chair and Deputy Chair will be confirmed at the 4 <sup>th</sup> March 2020 Board meeting.	IL to confirm process and timings for applications with Board Members
7.3	The Board confirmed that the current OSE SELEP Board representatives (Colette Bailey and Perry Gladding) will continue during the recruitment process to maintain continuity.	
<b>8</b>	<b>Growing Places Fund</b>	
8.1	It was confirmed that the Futureproof project from the revised appendix circulated on the 12 <sup>th</sup> November is to be withdrawn at this point.	
8.2	The Board received the details of the 3 expressions of interest to be taken forward for consideration.	
8.3	The Board are asked to identify their priorities for funding and confirmed that the priorities are: <ol style="list-style-type: none"> <li>1. Leigh Cockle Wharf</li> <li>2. No Use Empty South Essex</li> <li>3. South Essex Productivity Investment Fund</li> </ol>	
8.4	The Board also questioned the low uptake of the opportunity to access the Growing Places Fund by the private sector in South Essex. The opportunity was widely promoted but did not prove to be attractive. A point should be considered that it may not be the right product, which has led to the no use empty and productivity investment fund proposals being developed because they may have greater resonance in South Essex.	

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8.5	The next stage is to develop the outline business cases for each of the projects for submission to SELEP at the end of January 2020.	
<b>9</b>	<b>Housing Delivery</b>	
9.1	<p>The Board received a presentation from Mark Curle. Key points included:</p> <p>Challenges:</p> <ul style="list-style-type: none"> <li>• Zero carbon requirements, move away from Fossil fuels gas) and retrofitting existing homes</li> <li>• Affordable homes provision is always squeezed when viability challenged</li> <li>• Skills requirements in S106 – good intentions, but limits flexibility and access for trainees. Sometimes difficult to complete training before development is complete</li> <li>• Disposals of sites are being done at a scale which favours the biggest house builders. Disposal also via establish frameworks which require significant investment to engage with.</li> <li>• Difficult market place for SME developers – fewer sites becoming available, frameworks are a barrier to entry</li> <li>• Unrealistic expectations of land values</li> <li>• SME’s would tackle development sites larger companies would overlook, but don’t tend to be able to access funding in the same way larger developers do</li> <li>• Ageing workforce, which is not being replaced. Teaching unattractive option for most as would mean significant salary reduction – experience is also being lost</li> </ul>	
9.2	<p>Some of the issues are starting to be addressed:</p> <ul style="list-style-type: none"> <li>• Phasing of sites can be used much more effectively to ensure delivery</li> <li>• Closer working between Essex Developers Group and Essex Planning Officers Association.</li> <li>• Measures to ensure delivery – for example, council tax becomes payable on properties not delivered</li> <li>• Need to recognise local authorities are wholly in the hands of developers to realise their housing numbers</li> </ul>	
9.3	Smaller house builders have a significant role to play in the housing delivery mix. Housing area is moving more towards an industry for the tier 1 national house builders, using framework contracts which are prohibitively	

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	expensive for smaller developers. We need to explore how we can maintain and grow SME developers.	
<b>10</b>	<b>Creative Estuary</b>	
10.1	The board received a presentation from Emma Wilcox, Project Director for Creative Estuary. Creative Estuary is funded by £4.3m from the Culture Development Fund, and seeks to use this as leverage to generate match funding to cover a range of activities across the Estuary. Programme to include Thames Estuary 2020 Festival, creation of workspace, new commissions, explore how to embedded culture in new developments, development of a new identity for the Estuary and also a range of opportunities for training.	
10.2	Working as the first practical embodiment of the Thames Estuary concept. Board Members confirmed their interest in the project and to support Creative Estuary with advocacy, promotion, explore options for investment and championing new ideas.	
10.3	Presentation to be circulated to Board Members	IL
<b>11</b>	<b>Lower Thames Crossing</b>	
11.1	Board received a presentation from David Manning from the LTC team.	
11.2	The timeline for the project was reconfirmed – completion in 2027, with the determination of the Development Control Order by the end of 2021.	
11.3	The first 2 workshop sessions have been held with SME's across Kent and Essex. The purpose of these events is to gear up the local supply chain to put them in the position to bid for work from the Tier 1 contractors. The types of supplier sought are much broader than those typically required to support construction projects. The project is keen to source as much as possible via local supply chains	
11.4	The scheme is not an absolute certainty. The outline business case is due to be presented to the Department for Transport in December, and the General Election creates further uncertainty.	
11.5	The LTC team have asked for OSE's support in continuing to advocate for the project. Board are reminded of Thurrock Council's ongoing objection to the project.	
<b>12</b>	<b>ASELA Update</b>	
12.1	Update to be provided to the next OSE Board meeting	

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13	<b>Future Strategy</b>	
13.1	The Board received a presentation from Sharon Spicer from the South East Local Enterprise Partnership on the development of the South East Local Industrial Strategy (LIS). The Board noted the link from the South Essex Productivity Strategy to the LIS.	
13.2	The presentation highlighted 3 strategic opportunities for the South East: <ul style="list-style-type: none"> <li>• Global Gateway</li> <li>• Communities for the Future</li> <li>• Coastal Catalyst</li> </ul>	
13.3	The OSE Board are asked to review the presentation, specifically to confirm: <ul style="list-style-type: none"> <li>• That the main approach appears to be right</li> <li>• Is there anything we had expected to see that does not feature</li> <li>• Local aspects we would wish to see reflected</li> </ul> The Board are asked to provide comments to Ian Lewis by Wednesday 27 <sup>th</sup> November to enable them to be collated and considered at the 6 <sup>th</sup> December SELEP Strategic Board	All Board Members to respond with comments by 27 <sup>th</sup> November 2019
13.4	IL to also consider how we keep the board engaged with the development of the LIS in the run up to its sign off at the end of January 2020.	IL

**Next Meeting**

Wednesday 4<sup>th</sup> March 2020, Venue TBC.