Friday 23rd September 2016 10:00–11:30

*High House Production Park, Purfleet, Essex, RM19 1RJ*

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| **Attending** |  |
| Chris Brodie | Chairman |
| George Kieffer | Essex Vice Chair, Haven Gateway Partnership |
| Geoff Miles | Kent Vice Chair, Maidstone Studios |
| Graham Peters | East Sussex Vice Chair, East Sussex SME Commission |
| Lucy-Anne Harris | Pixelwork, alternate |
| Gagan Mohindra | Councillor, Epping Forest District Council |
| Jo James | Kent Invicta Chambers |
| Derek Godfrey | Ellis Building Contractors Ltd & Eastbourne Chamber of Commerce |
| Julian Drury | C2C |
| Bob Standley | Leader, Wealdon District Council |
| Rob Gledhill | Leader, Thurrock District Council |
| Peter Fleming | Leader, Sevenoaks District Council |
| Graham Razey | East Kent College |
| Martin Searle | East Sussex FSB, alternate |
| Nick Sandford | CLA |
| Kevin Bentley | Deputy Leader, Essex County Council |
| Paul Watkins | Leader, Dover District Council |
| David Rayner | Birkett Long LLP, Great Essex Business Board |
| Hayden Yates | Essex Chamber of Commerce, alternate |
| John Lamb | Leader, Southend on Sea Borough Council |
| Rodney Chambers | Portfolio holder for Inward Investment, Strategic Regeneration and Partnerships, Medway Council |
| Paul Carter | Leader, Kent County Council |
| Paul Thomas | Kent Developers Group & Orbit Homes |
| Keith Glazier | Leader, East Sussex County Council |
| Peter Chowney | Leader, Hastings County Council |

**Also in Attendance:**

Cath Goodall, BEIS and Graham Pendlebury, DfT – Senior Whitehall Sponsor

**Apologies**

Apologies were received from David Burch, Perry Glading, Graham Butland and Chris Whitbread.

1. **Welcome and Introductions**
   1. Chris welcomed the board members and observers to the meeting
   2. Chris thanked all for their warm welcome and support since he has been in post.

1. **Minutes and Actions from 24th June 2016 Meeting and Matter Arising**
   1. The minutes of the previous meeting were agreed, with an amendments noted from George Glazier to note his attendance at the meeting 24th June 2016 which was not recorded.
2. **General Update**
   1. **Growth Deal Round Three submission and follow up**
   2. Adam noted the growth fund submission, which was submitted to Central Government July 2016 was a very positive bid document, meeting Governments expectations for a thematic, single list approach.
   3. Initial viewpoints from Central Government departments have been positive and the bid has been well received.
   4. Adam noted whilst this was a positive piece of work, further work will need to be carried out to ensure the next round of bidding enables the South East LEP to maximise its opportunities.
   5. Adam thanked the group for their lobbying to date, including letters of support received by local MP’s and requesting board members to continue to lobby Government.
   6. **Governments Industrial Strategy**
   7. The Industrial Strategy is being worked on at pace, with Greg Clark heading the work up; the South East LEP are interested to influence the impending strategy as much as possible, ensuring this resonates with the collective view of the LEP.
   8. Adam commented further information should be received prior to Decembers Strategic Board meeting for dissemination.
   9. In light of the industrial strategies implementation, it is timely to refresh the LEP’s Strategic Economic Plan (SEP) at this time, enabling this to be in line with the new Industrial Strategy.
   10. Chris commented each LEP now has a ministerial local growth champion from BEIS, the South East LEP’s has been announced as Jo Johnson; Chris will be having an initial conversation with him in the coming week, with a carefully considered agenda. Chris feels this is a very positive step for relationships with BEIS and LEP’s and the group should be encouraged by this.
   11. **SEP Refresh and Supporting work**
   12. Adam advised the group the SEP refresh is moving forward for a number of reasons, not least the appointment of a new Chair and the direction LEP’s will move post Brexit and devolution across the area.
   13. The refresh will be a unified approach across each federated area, continuing from the Growth Deal submissions thematic and unified approach.
   14. The ambition is for the refreshed SEP to have a more succinct style and be a functional paper.
   15. Adam commented the refresh will require additional support; however this will not be at the same level as previous SEPs.
   16. Adam advised the group it is an important step forward for the South East LEP and will clearly align with the industrial strategy.
   17. The refresh will take into account the opinions and views of the board, local authorities and working groups.
   18. **Growing Places Fund – process and approach**
   19. Adam advised the group it is anticipated by year end there will be approximately £6million of loan repayments available.
   20. It is important all areas are fully signed up to the Growing Places Fund dissemination, which will be covered within the SEP refresh, available for pipeline projects.
   21. The Infrastructure and Investment Strategy will have a single approach to how funds are allocated, ensuring all pipeline projects are considered.

**Consultations and responses.**

* 1. Adam took the opportunity to advise the board any responses Government receive from the South East LEP will not duplicate or override responses received from Local Authorities or working groups.
  2. In a recent response to the Thames Estuary 2050 Commissions call, the LEP noted their support to the local level and pointed Government to the direction of these responses.
  3. Adam noted the Business Rates response will be done in the same manner, reiterating the importance for both Local Authorities and Businesses responses to be considered and requesting reassurance that areas without Devolution deals will not be at a disadvantage, noting the ambition for growth in the South East LEP area.
  4. Adam advised the group the Thames Estuary Commission will be holding a meeting, 26th October 2016, in which the LEP will be playing a co-ordinating role; this is an opportunity to place the South East LEP in an excellent position.

**SELEP Team Update**

* 1. Recent additions to the team include: Amy Beckett, Programme Manager (Lucy Spencer-Lawrence’s maternity cover), Rhiannon Mort, Capital Programme Manager and Louise Aitken, Skills Manager.
  2. As advised in the board papers, it is planned for an addition to the team in the future.
  3. Adam thanked the team for their hard work to date.

**Lower Thames Crossing Update**

* 1. Adam welcomed Zoe, who gave an update on the Lower Thames Crossing Industry Stakeholder Working Group which took place earlier this week.
  2. Zoe advised the group due to the timescales following the last meeting there had not been an opportunity to write a board pack.
  3. Highways England received in excess of 47,000 responses to the Lower Thames Crossing; they have reviewed all responses and are liaising with key partners.
  4. With a number of options currently viable for a new crossing, Zoe requested all board members to be active in lobbying local MP’s and members of Government.
  5. The South East LEP will be writing letters to the Secretary of State, Minister of Transport, the Prime Minister, Chancellor, Greg Clark, Sajid David and all MP’s in the area to emphasises the need for local connectivity and the importance for a second Lower Thames Crossing to be announced and moved forward in an efficient manner.
  6. The working group have previously sent a letter requesting a round table meeting with the Chancellor; they are also looking to diversify the group and welcome Lakeside and Bluewater as well as housing groups.
  7. In anticipation for the crossing the South East LEP will have an additional role to play, showing the considerations for local pinch points within the corridor towards the second Lower Thames Crossing to be considered for funding at a later stage.
  8. Jo James agreed the crossing would be stage one of a wider projects, with local pinch points also being looked at.
  9. Paul Carter advised the group that Kent County Council has a preferred option and that an additional crossing cannot sit next to the current crossing. Paul also expressed concerns as local infrastructure is the Local Authorities responsibility, not the LEP’s; and that the refreshed SEP must respect the current federated model with each area knowing their local needs best.
  10. Rob Gledhill advised the group, whilst Thurrock agree there is a need for second crossing, they currently oppose each option as they run directly through Thurrock; however if option D was available Thurrock District Council would support this. Kevin Bentley expressed the need to work in effective partnership with Thurrock. John Lamb advised the board if option D was available it would be a far more efficient with connectivity and links to main roads in the area.
  11. Peter Chowney expressed views that Growing Places Fund must be re-invested as soon as possible; Adam advised the group that the work on this will be accelerated and work will be completed to ensure the funds are re-invested well. Adam reiterated that each area will have a say and the anticipation is a draft version will be available in December.
  12. David Rayner accepted there was a need for consistency across the South East LEP, but that the refresh must be direct.
  13. Nick Sandford urged that throughout the Lower Thames Crossing process, we must concentrate on and support environmental protection, investing in work to be completed once an option has been decided.

1. **Refreshing our working arrangements**
   1. Chris advised the group the refresh of working arrangements must be clear from that start, looking at ways the South East LEP could and should work together; this will be through a review of governance and procedures.
   2. The board are being asked today to agree the scope of work with proposals being bought to December’s meeting to agree next steps.
   3. It was reiterated this is not a critical piece of work as the South East LEP has made positive progress and is currently working in line with what Government ministers want.
   4. There is interest in how Universities are engaged with the LEP, as an integral part of the work we look to achieve. Chris expressed views that the University of Essex is a beacon for how other Universities in the area could engage local businesses.
   5. Adam emphasised the work will not look to reinvent how the LEP currently works, however there are some areas and gaps to address and opinions of the group will be included.
   6. Other areas that will be looked at also include the Terms of Reference and Assurance Framework with agreement from the Accountability Board, inclusive of a crisp summary on how the LEP works.
   7. The Skills Strategy will build on work that Graham Razey has completed, bringing universities into the conversation.
   8. Adam advised the group that sector groups will be a focus of the review, ensuring the LEP board knows which is group is doing and updating the board regularly.
   9. Chris is keen for the LEP’s ambitions to be known, where the LEP wants to progress to and aims to be the best performing LEP in the Country.
   10. Chris advised the group that whilst it is important to get higher education engagement the focus should be on all education.
   11. Adam reviewed the board papers, advising the group of key points within the refresh which include: responses to calls for funding and the approach taken; officer structure within Senior Officers Group and Skills Advisory Group; how the LEP engages businesses who are looking for direct involvement with the LEP; how the workings of the South East LEP are communicated; transparency within the framework inclusive of the assurance framework, conflicts of interest and complaints policy and clear structure how the LEP works with the federated areas.
   12. Government have advised the South East LEP that there is only 48% business representation on the board; this will need to be addressed.
   13. Keith Glazier commented the paper set out issues and the need to enhance work, although this does not need to be prescriptive, each area could have different ways of working with uniformed end results. With work having been completed on governance previously, Keith would like reassurances this will be a quick refresh which Adam agreed; Adam also commented the way Team East Sussex are represented at board meetings works well and the LEP is not looking to be prescriptive with ways of working.
   14. Jo James is pleased of the assurances with the refresh and commented the LEP could better engage business support in each area to maximise business engagement.
   15. Julian Drury reiterated the importance for the board to be a business led majority and suggested the Federated Boards undertake a review at the same time, taking in to account what is best for the South East with regards to a common appraisal framework. Paul Carter agreed with Julian’s comment; the federated areas should also review ways of working to compliment any changes.
   16. Martin Searle commended the paper, having involvement in the South East LEP since it began he felt this laid out the needs well with an ethos of a bottom up approach. Martin advised the board FSB would be happy to sit with the LEP and discuss business engagement techniques.
   17. Nick Sandford welcomed changes to working groups, particularly the rural group, seeing it as an opportunity to better engage with businesses.
   18. Kevin Bentley also welcomed the work as outlined in the paper, enabling clarity for the group. Kevin requested the recommendations are voted on and decisions are not prolonged. He also commented on business representation being SME led and if there was a need for bigger businesses to be involved also.
   19. Peter Chowney also supports the paper, particularly better connecting the sector group representation and formal recognition of these at board meetings. Derek Godfrey further agreed with this and for working groups to be fit for purpose.
   20. John Lamb agreed that education from all ages and areas should be a priority within the group and the emphasis should sit with businesses. John commented that South Essex have views on the federated area split and would like to see a fourth vice chair considered. Peter Fleming expressed concerns of a separation of one federated area within the LEP resulting in further separation pan-LEP.
   21. Lucy – Anne Harris endorsed the paper, commenting at a local level Thurrock businesses are very engaged; she will find out how they would like to engage with the South East LEP and feed this back.
   22. Paul Thomas questioned if the housing group could be widened to incorporate business growth also.
   23. David Rayner queried how feedback should be received; Adam confirmed all feedback should come back to the South East LEP team.
   24. **Agreed to progress paper.**

1. **EU Funded Projects**
   1. Lorraine George noted the South East LEP were in the Top 7 for commitment of ESIF funds and were on track for very good trajectory before Brexit.
   2. George Kieffer commented on the National Growth Board; a letter has been received stating all projects contracted prior to the Autumn Statement would proceed for the contracted period of time; future projects would need to align with national aspirations.
   3. Lorraine advised the group any projects funded pre-Brexit would need to adhere to EU standards.
   4. Lorraine and Jo Simmons are currently compiling a list of pipeline projects for DCLG next Friday.
   5. There is information that calls for all 3 priorities will be open in the near future.
   6. EAFRD Funding – to date only £214thoasand grant money has been awarded; they are currently waiting for the next call to open.
   7. Louise Aitken thanked her predecessor and partners for work completed to date.
   8. Louise advised the group the ESIF funding is well aligned with aspirations of the South East LEP.
   9. There is currently £14million available, calls for ideas will be closed next Friday and Louise will be working closely with local partners to reflect priorities.
   10. Jo Simmons offered a high level summary on current and pipeline ERDF projects.
   11. Kevin Bentley requested further information on the 8 projects within ERDF and also to find out how businesses hear about support that is available for them. Kevin also asked if as the board they should be advising local businesses of the offers; this was confirmed
2. **North Kent Enterprise Zone: MOU & Progress**
   1. Adam commented on the excellent progress that has been made in the last year by the North Kent enterprise zone. Responsibility has been delegated to Adam Bryan; this was decided at the recent Accountability Board meeting.
3. **AOB**
   1. The provisional calendar of board meetings up to March 2018 has been shared with the board papers; these will be confirmed and sent out in the near future.
   2. Jo James asked for further information regarding the Universities expression of interest for the Science Innovation Audit, Adam advised Jo when this has been approved the South East LEP will play a stronger role and there will be focus on innovation.
   3. Paul Thomas made the group aware that Redbridge Council has purchased temporary housing within Kent and other Kent locations are being looked at by Boroughs of London. Paul will be raising his concerns to Government about this.
   4. Nick Sandford advised the group the CLLA, 4 point plan for post Brexit is very practical and asked for the board to endorse this.
   5. Chris thanked all for their attendance.