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| **Attending** |  |
| Chris Brodie | Chairman |
| George Kieffer | Vice Chairman for Essex and South Essex |
| Graham Peters | Vice Chairman for East Sussex |
| Susan Baxter |  |
| Cllr Kevin Bentley | Deputy Leader of Essex County Council |
| Adam Bryan | SELEP Managing Director |
| David Burch | Essex Chamber of Commerce |
| Cllr Graham Butland | Leader of Braintree Council |
| Cllr Paul Carter | Leader of Kent County Council |
| *Miranda Chapman for Geoff Miles* | *Pillory Barn* |
| *Cllr Howard Doe for Cllr Rodney Chambers* | *Deputy Leader, Medway Council* |
| Stewart Drew | De La Warr Pavillion |
| Julian Drury | C2C National Express |
| Cllr Peter Fleming | Leader of Sevenoaks District Council |
| Cllr Keith Glazier | Leader of East Sussex County Council |
| Jo James | Kent Invicta Chambers |
| Cllr John Lamb | Leader of Southend Borough Council |
| *Iain Martin for Prof Anthony Forster* | Anglia Ruskin University |
| Andrew Metcalf | Maxim PR |
| *Cllr Gagan Mohindra for Cllr Chris Whitbread* | Epping Forest District Council, Finance Portfolio Holder |
| David Rayner | Birkett Long |
| Graham Razey | East Kent College |
| Clive Soper | East Sussex FSB |
| Paul Thomas | Orbit Homes |
| Cllr Graham Wells | Wealden District Council |

**Apologies**

Geoff Miles, Prof Anthony Forster, Cllr Rodney Chambers, Cllr Paul Watkins, Cllr Chris Whitbread and Marc Myers

1. **Welcome and Introductions**
	1. Chris welcomed board members and observers to the meeting.
	2. Chris commented that it is business as usual until further news is announced following yesterday’s General Election.
2. **Minutes and Actions from 3rd March 2017 meeting, Matters Arising and Declarations of Interest**
	1. George Kieffer requested that his reported conflict of interests are amended, the changes have been noted.
	2. Gagan Mohindra requested point 2.7 is amended to state *Epping Forest College*.

**Action:** The minutes will be revised to reflect both changes.

* 1. Chris asked for declarations of interests pertaining to the day’s agenda; Julian Drury declared interest regarding LGF project, London Gateway. George Kieffer declared an interest as a Visit Essex Board member.

**With these changes, the minutes from the previous meeting were agreed.**

* 1. Adam Bryan noted during matters arising, that SELEP met with the Department for Communities and Local Government (DCLG) and Mary Ney regarding transparency and assurances of how Local Enterprise Partnerships work. SELEP, and specifically the Accountability Board arrangements, were very positively received during the meeting.
	2. A report on Mary Ney’s work is not likely to be made public; Adam will be attending a further meeting, 14th June 2017, to discuss the findings of the report and will feed any clear messages back to the Strategic and Accountability Boards.
1. **Lower Thames Crossing**
	1. Chris welcomed Highways England to the meeting.
	2. Robert Audsley thanked the Board for their invitation to present and ongoing support regarding the Lower Thames Crossing.
	3. Following on from the announcement of the preferred route, the team are now progressing with the project development stage, which will last approximately two to three years.
	4. Robert explained to the Board the planned ongoing engagement with local communities, businesses and Councils and the proposals to minimise negative environmental impact of the crossing.
	5. Robert advised the Board that the Lower Thames Crossing consultation received in excess of 47,000 responses.
	6. It was reiterated that the team were duty bound to ensure connectivity with existing road infrastructure and a high level of performance from the new crossing.
	7. Gagan Mohindra questioned the cost of the crossing and its estimated opening. Robert confirmed the estimated cost sat between £4.4 - £6.2 billion and the estimated opening was between 2025 – 2027 depending on the funding streams and due diligence required.
	8. Robert advised the Board that the Government’s policy is that all estuarial crossings are chargeable, it is anticipated there will be integration with other crossings regarding payment and hands free payments.
	9. Robert confirmed Highways England are working closely with Local Authorities to support them to release any future development land which may be unlocked through the Lower Thames Crossing.
	10. The next few months will see the release of their strategic visions and goals in which Highways England hope to further engage the local area.
	11. At the end of the presentation Robert asked the Board to continue their partnership working with the Lower Thames Crossing team.
2. **Forming the SEP: emergent theme, wider policy**

**Sub-national Transport Bodies**

* 1. Chris welcomed Rupert Clubb, East Sussex County Council.
	2. Rupert updated the Board on progress to date on the development of the South East Sub-National Transport Body (STB), *Transport for the South East*. He explained the need for the STB to be aware of opportunities and closing the productivity gap in the South East.
	3. Rupert advised the Board of the potential role the STB has to shape and influence rail franchising.
	4. Rupert confirmed to the Board that conversations were taking place across borders of STB groups; Adam reiterated the role that the LEP has in supporting the work of the STB and the influence that the LEP has at board level.
	5. A copy of the presentation can be found [here](http://www.southeastlep.com/meeting/selep-strategic-board-meeting-9th-june-2017).

**Innovate UK**

* 1. Chris welcomed Howard Partridge, Innovate UK.
	2. Howard introduced his presentation, advising on the Board of Innovate UK’s intention to work closely with all businesses in the area to increase the productivity across all businesses; supporting the ambition of the area to be globally competitive.
	3. Howard advised the Board that the Science and Innovation Audits are currently with the Department for Business, Energy and Industrial Strategy (BEIS) for comments prior to reports being finalised. Adam confirmed the LEP has access to both audits in the region and will be utilising the findings of these.
	4. Jo James commented the ongoing support for businesses through Innovate UK is well received by Kent Invicta Chambers. However, work on communications with small and medium businesses could be further improved through different styles and language.
	5. A copy of the presentation can be found [here](http://www.southeastlep.com/meeting/selep-strategic-board-meeting-9th-june-2017).
1. **ESIF Update**
	1. Lorraine presented on SELEP’s involvement in decision making and how this differs across the three European funding options that are available.
	2. Through the ESIF sub-committee meeting SELEP has the opportunity to manoeuvre at a national level.
	3. Lorraine advised the board the ESIF sub-Committee reports to the national growth board, if money allocated to the South East area is not being spent in a timely manner this is when we would be requested to return funds.
	4. European Regional Development Fund (ERDF) is reported to various working groups. SELEP’s ERDF Technical Facilitator, Jo Simmons is to support bids in the area and facilitate support where appropriate.
	5. There are currently ten contracted ERDF projects, each of which are running well.
	6. European Social Fund (ESF) is running at £50million worth of contracts in the area.
	7. There is currently £20million of match funding available and Louise Aitken, SELEP Skills Lead is engaging with stakeholders and SELEP working groups to ensure this plugs necessary gaps.
	8. European Agricultural Fund for Rural Development (EAFRD) is capital grant for rural businesses. An EAFRD sub-group meets to discuss the strategic fit of each application and reports to the ESIF sub-committee.
	9. Lorraine is currently working on post-Brexit options and funding that could be available for the LEP area.
	10. Jo James asked how the board are able to influence decisions. Lorraine confirmed this was done previously through the ESIF Strategy and that SELEP working groups are engaged at numerous stages also.
	11. George Kieffer advised the Board Louise had delivered a useful presentation which can be found [here](http://www.southeastlep.com/images/uploads/resources/ESF_Overview_for_SELEP_Area_May_2017.pdf).
2. **Working Groups**
	1. Adam introduced the board to a proposal to release Growing Places Fund revenue funding for project development.
	2. The proposed approach is light-touch and will be implemented in line with the requirements of the Assurance Framework.
	3. The secretariat proposed that up to £500,000 is made available per year for working groups to support pan LEP projects.
	4. Adam advised that whilst small revenue funding allocations are an Executive decision, the Boards endorsement will be sought in advance of approval for contributions being given.
	5. It is proposed that working group champions, who are also board members, is formalised. Additional reporting on working group updates can be made through their champions.
	6. Julian Drury noted his caution to the LEP eroding the GPF funding; Adam confirmed the money is available to be used.
	7. Adam noted in the past SELEP have been unable to offer funding to working groups, this is an opportune chance to support them.
	8. Adam talked through each working group project requesting funding; these were North Kent Enterprise Zone, South East Creative Economy Network – Culture Coasting and Tourism Working Group – Colours and Flavours.
	9. Adam confirmed both the LEP secretariat and the Accountable Body would seek further information around for each funding request, ensuring they are fully compliant with the Assurance Framework.
	10. It was confirmed where working groups have received funding, reporting back to the Strategic Board will occur during the working groups standing item.

**The approach to the Working Groups Funding was approved.**

**Funding for the following projects was approved, subject to their applications satisfactorily meeting the requirements of the approach, particularly with regards to demonstration of value for money:**

* + **North Kent Enterprise Zone;**
	+ **South East Creative Economy Network – Culture Coasting; and**
	+ **Tourism Working Group – Colours and Flavours**
1. **Growing Places Fund 2**
	1. Rhiannon advised the Board that an in-depth report on Local Growth Funding (LGF) and Growing Places Fund (GPF) can be found as part of the SELEP Accountability Board papers and a summary is provided [here](http://www.southeastlep.com/meeting/selep-accountability-board-26th-may-2017).
	2. To date, £49million GPF has been invested, 13 projects have been allocated funding and repayments have started to be made on some of these projects.
	3. Rhiannon advised the Board of the proposed approach to GPF re-investment and prioritisation of projects; over 3 years approximately £9.3million will be available.
	4. The Board were asked to agree the approach to GPF re-investment, the timescales for GPF Round 2 and the approach to the charging of interest on new GPF investments.

**The Board agreed:**

**7.8.1 The methodology and eligibility criteria for Growing Places Fund re-investment, as set out in Appendix 4.**

**7.8.2 The timescales for Growing Places Fund re-investment, as set out in Table 2.**

**7.8.3. Interest will be charged on new GPF loan investments at two percent below the Public Works Loan Board or zero (whichever is higher). The rate will be agreed at the point of the credit agreement being signed and will be fixed through the duration of the agreement. This will be reviewed if Interest Rates rise substantially.**

**7.8.4 A late repayment fine will be incurred if the project fails to make loan repayments as per the schedule agreed within each Project’s the Credit Agreement with SELEP Accountable Body. This fine will be equivalent to the charging of interest at market rate from the point of default on the loan repayment.**

1. **Any Other Business**
	1. Adam advised the Board that SELEP had received 9 tenders for the SEP refresh and the outcome of the tender assessment process would be discussed with the Chair and Vice-Chairs this afternoon. ***Following the meeting The Service Design Company were appointed.***
	2. Due to the delay in appointing a successful consultant, it is currently intended that the SEP will be available for sign off at the December 2017 Strategic Board Meeting.
	3. Paul Carter requested the SEP refresh occurred in a collaborative manner. Adam confirmed this would be a collaborative piece of work, reiterating this was explicitly written into the project brief.
	4. Suzanne advised the Board that the statement of accounts had been shared for information. Any further questions can be sent to: Suzanne.Bennett@essex.gov.uk
	5. Adam drew the Board’s attention to the National Productivity Investment Fund bids in the agenda pack, noting that there is no formal decision sought from the Board, however, the LEP will be asked to endorse bids through a letter of support.
	6. Paul Carter informed the Board that the Royal St George Golf Course will be hosting the 2020 British Golf Open. Prior to the Open event being held improvement works are needed at Sandwich train station. However, currently there, is a shortfall of funding. Paul Carter sought confirmation of the progress for SELEP to award funding to the project. Rhiannon Mort said that SELEP Secretariat are working with officers at Kent County Council to develop a Business Case to come forward to a future Accountability Board meeting for a funding decision, as required under SELEP Assurance Framework.

**11. Close**

11.1 Chris thanked participants and closed the meeting.