

**Minutes of LEP SIP Meeting  
12/07/2018 at 13.30-16.30  
at  
Santander UK plc, Milford House, Pynes Hill**

**Board attendees:**

*David Bird, Chairman of SIP, LEP Board Member*

*David Ralph, LEP Chief Executive*

*Richard Stevens, Chair Business Leadership Group, LEP Board Member*

**Officers in attendance:**

*Ben Bryant, SCC, Accountable Body*

*Colin Bettison, PCC*

*Ed Cross, DCC & LEP PMO (minutes)*

*Ian Harrison, Independent Transport Assessor*

*Jamie Evans, DCC (standing in for Keri Denton)*

*Julia Blaschke, PCC (standing in for Amanda Ratsey)*

*Mel Sealey, DCC & LEP PMO*

**Others in attendance:**

N/A

***NOTE:*** 4 voting members are required to be quorate. Number of voting members present in meeting: **5 (Julia Blaschke delegated by Amanda Ratsey in her absence, Jamie Evans delegated by Keri Denton)**

**NOTE FOR AUTHOR**

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**These minutes and the accompanying decision/actions table are now required to be published onto the LEP website with 10 clear working days of the meeting taking place. This may be in draft if internal LEP processes require clearance before they are finalised. The final documents must be published within 10 clear working days of being approved.**

**Therefore, following the process outlined above, please send the documents to [LEPAdmin@somerset.gov.uk](mailto:LEPAdmin@somerset.gov.uk) who will upload them onto the website.**

Item No.	Agenda Item	Actioned By
<b>1</b>	<b>Apologies</b>	
	<ul style="list-style-type: none"> <li>• Amanda Ratsey</li> <li>• Fiona McMillan</li> <li>• Barbara Shaw</li> <li>• Alan Denby</li> <li>• Keri Denton</li> <li>• Paul Hickson</li> <li>• Mel Roberts</li> </ul>	N/A
<b>2</b>	<b>Declarations of Interest</b>	
	<ul style="list-style-type: none"> <li>• Jamie Evans - Exeter Science Park, Marsh Barton Station</li> <li>• Richard Stevens – Growth Hub</li> </ul>	N/A
<b>3</b>	<b>Minutes from Last SIP Meeting 7<sup>th</sup> June 2018</b>	
	<p>Minutes were approved with the following actions carried forward.</p> <p><b>Action CF:</b> Regarding Joint Committee action on EAN, arrange meeting of Business and People LGs to discuss the EAN and wider linkages – to include FM, RS, KD, AR</p> <p><b>Action CF:</b> Regarding action on outputs submissions. Send out letter to projects in DR name if Q4 outputs deadline missed, explaining the consequences of not reporting on projects with signed funding agreements.</p>	<p>KD</p> <p>MS</p>
<b>4</b>	<b>For Decision - Investment Programme Business Cases and Project Changes</b>	
<b>4.1</b>	<b>Growth Deal</b>	
<b>4.1.1</b>	<b>Exeter Science Park OIB</b>	
	<p>JB and CB outlined the latest proposal and status of the project generally.</p> <p><b>Decision: SIP approved the proposal, providing the grant had a clawback clause and potential procurement issues with Set Squared were addressed. SIP also requested that the project was required to set out their planned spend up to the requested £250k. It was also agreed to move the project from red to amber.</b></p> <p><b>Action:</b> change project to amber on the RAG list.</p> <p><b>Action:</b> Notify Science Park of agreed conditions</p>	<p>MS</p> <p>JB/CB</p>
<b>4.1.2</b>	<b>Growth Hub</b>	
	<p>JB and CB outlined the latest proposal to extend the current service by a year and then procure new support starting in 2020/21.</p> <p><b>Decision: SIP approved the proposal and requested that Hinkley outputs were also reported back to government within the quarterly reporting spreadsheet.</b></p> <p><b>Action:</b> Ensure current and past Hinkley outputs are fed back to MS/EC</p>	<p>CB</p>

<b>5</b>	<b>Investment Programme Delivery</b>	
<b>5.1</b>	<b>Investment Programme Report</b>	
	<p>MS informed SIP that no new funding agreements were approved in June, with three more projects having drawn down all their GD funding. MS also raised the proposal of DC Homes for Sedgemoor District Council to have second charge on extended development plans.</p> <p>MS also took SIP through the latest Q4 dashboard and outputs reporting.</p> <p>SIP agreed with DC Homes proposal but requested that advice was taken on whether a deed of priorities was required. SIP also approved the dashboard, but requested that Hinkley Outputs were retrospectively added where applicable.</p> <p><b>Action:</b> Follow up projects which have yet to submit their expected business cases</p> <p><b>Action:</b> Look in to whether deed of priorities is required for DC Homes proposal</p>	<p><b>MS</b></p> <p><b>MS</b></p>
<b>5.2</b>	<b>Amber Project Review</b>	
	SIP agreed to move Science Park Grow-ons to amber and to keep Marsh Barton as red.	<b>N/A</b>
<b>5.4</b>	<b>Marsh Barton Update</b>	
	<p>IH updated SIP on the current situation. SIP agreed that DCC should be asked to confirm in writing their underwriting of the project. SIP also requested that DCC be informed that March 2019 is the cut-off point for resolution of any issues with the project. After which the funding will be clawed back and reallocated to Unlocking Growth Fund.</p> <p><b>Action:</b> Inform DCC of the March 2019 cut off point and request written confirmation of DCC's underwriting of the GD funds.</p>	<b>IH</b>
<b>5.6</b>	<b>SCC Update</b>	
	<b>No change</b>	<b>N/A</b>
<b>6</b>	<b>Strategic Agenda Items</b>	
<b>6.1</b>	<b>Productivity Strategy</b>	
	<b>No change</b>	<b>N/A</b>
<b>6.2</b>	<b>ESIF Update</b>	
	<p>JB informed SIP that there is still a national issue with Low Carbon (priority 4) underspend, leading to potential significant clawback by the EU. This is despite being granted permission to move funds from priority 4 to priority 3.</p> <p>SIP requested greater clarify on EJ paper and the outlined proposals with an update provided at the next SIP.</p> <p><b>Action:</b> Produce a concise, clear summary of the proposals for tackling the ESIF challenges for next SIP.</p>	<b>EJ</b>
<b>7</b>	<b>AOB</b>	

IH informed SIP that the N.Devon link road proposals had gone to DCC board for approval.	N/A
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**Next Meeting: 12/07/2018**

### Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Exeter Science Park OIB	Approval of proposed steps.	SIP approved the proposal, providing the grant had a clawback clause and potential procurement issues with Set Squared were addressed. SIP also requested that the project was required to set out their planned spend up to the requested £250k. It was also agreed to move the project from red to amber.
Growth Hub	Agreement on options to present to LEP Board.	SIP approved the proposal and requested that Hinkley outputs were also reported back to government within the quarterly reporting spreadsheet.