

**Minutes of Board Meeting**  
**19 March 2014**  
**at East Devon District Council, Sidmouth**

**Attendees:** Adam Chambers, Alan Denby, Andrew Leadbetter, Chris Garcia, Doug Bamsey, Duncan McGinty, Frances Brennan, Heather Barnes, Janet Powell (mins), Julian Beer, Liz Waugh, Mark Williams, Nick Ames, Nick Engert, Paula Hewitt, Paul Diviani, Rachel Davies, Sally Edgington, Sean Fielding, Simon Barker, Stephen Bird, Steve Hindley (Chair), Steve Smith, Tim Jones, Tracey Lee, Tudor Evans, Vaughan Lindsay, Vinita Nawathe

**Apologies:** David Hall, Gordon Oliver, Julia Sweeney (new Senior Gov't sponsor), Philip Johnson, Steve Parrock, Wendy Purcell

Agenda item	
<p><b>1. Welcome</b></p> <p>The Chair welcomed Barbara Shaw, CEO of Westward Housing Group, newly joined as a private sector board member.</p>	
<p><b>2. Declarations of interest</b></p> <p>AC: Delivery partner for the RGN Pilot &amp; Plymouth City Deal, plus Peninsula Enterprise is also a supplier for Connecting Devon &amp; Somerset.</p> <p>FB: Working Links are bidding into Plymouth City Deal for work progression and also bidding to deliver the UK Gov'ts Transforming Rehabilitation Programme.</p>	
<p><b>3. Draft minutes of last meeting 14 January and actions arising</b></p> <p>Draft Minutes agreed as accurate and final.</p> <p><b>Outstanding actions</b></p> <p><b>CG: SLAs with the Local Authorities are already operational, require final tweaks prior to sign off.</b></p> <p>Discussions continued over the SEP, Growth Deal and EU SIF</p> <ul style="list-style-type: none"> <li>➤ A suggestion was made to put a case for transport infrastructure to Gov't in conjunction with the CBI and other LEPs in the region to highlight its importance to the economy.</li> </ul> <p><b>Action: The Chair to progress with the CBI.</b></p> <ul style="list-style-type: none"> <li>➤ The lack of infrastructure/transport is seen as the number one barrier to inward investment and gives a negative impression of the area (e.g. student numbers down for Exeter and Cornwall campuses, also fears over Exeter Airport).</li> <li>➤ Adding broadband infrastructure is of equal importance.</li> <li>➤ It is the job of all MPs on our patch to push home the message over infrastructure – this is the major “ask” of Gov't.</li> <li>➤ The opportunity to press home the above points at the Oliver Letwin round table discussion due on 21 March at the Met office in Exeter</li> <li>➤ The importance of having a statement that explains the consequences of not having good transport and infrastructure in place</li> </ul>	<b>CG</b>

- Once approval of the SEP is gained – there will be activities and actions that fall out of this, which will drive and steer the activities of the Place Leadership group which covers infrastructure and transport.
- Board members attending the 1<sup>st</sup> April MPs briefing will need key statistics and “asks” for this, i.e. if you shorten the rail journey to Plymouth by x this will impact x in terms of productivity numbers etc.
- Concern there is only a small window of opportunity to lobby MPs of 2 – 3 months at the most, prior to party manifestos being started in preparation for the general election next year. It is therefore important to get commitment from the Gov’t on infrastructure and transport requests now.

#### 4. CEX Report

Other issues not in CEX report:-

- A feedback letter is imminent from Gov’t on the SIF, with specific feedback due soon which will allow a couple of months to work up further detail.
- We have had confirmation that Julia Sweeney will be our new LEP Senior Gov’t sponsor to replace Jon Bright and she will be visiting the HotSW LEP on 3 April.
- The impact the flooding has had upon the tourism sector is now being taken up by the crisis recovery group for Devon and Somerset. This is a cross LEP issue affecting the perception of holidaymakers to the area with a 20% downturn in bookings. Whilst Visit England has responded with money for Destination Management Organisations (DMOs), this is in the form of workshop funding which needs to be spent by the end of March. Thanks are recorded for the support and work of Ellen Vernon via North Devon District Council, which has allowed Ellen to be seconded to the LEP for one day a week, in order to help the LEP understand what support is required for this important sector.

The following points arose out of discussions from the CEX report.

**Action: PR opportunities are being investigated to take advantage of the first train service resuming again through Dawlish (1<sup>st</sup> April) more news to follow on this.**

SEP, Growth Deal and EU SIF

**Action: A Comms plan is required for ESIF timelines, which is a further opportunity to engage with the private sector.**

Board members feel it would be helpful to have a LEP snapshot of the economy to cover how the economy has fared and is currently performing. The SEP will form the basis for this.

**Action: To pull together a short economic summary for the Board.**

JB: offered the resources of the University of Plymouth and Serio to assist with this.

<p><u>Peninsula City Deal</u> Recruitment for a HotSW LEP Inward Investment Manager will commence shortly</p> <p><u>Transport</u> There was a discussion around the SEP and the clarity of its 'asks' for investment.</p> <p><u>Business Forum</u> There was a discussion around the Business Forum and how its activities dovetail into the ongoing work of the Inward Investment team.</p> <p><b>Action: to invite a representative from the Business Forum Executive to become a member of the HotSW Inward Investment Group.</b></p>	
<p><b>5. CIC</b> All necessary insurances are now in place. <b>Action: A list of the current stakeholders of the new CIC to be circulated with the next Board meeting papers.</b> <b>Action: To circulate Articles of Association to all board directors.</b> <b>Action: To speak to new directors to familiarise them with the key points of the Articles.</b></p>	<p><b>CG/JP</b>  <b>JP</b> <b>AC</b></p>
<p><b>6. Hinkley Opportunities and Next Steps Presentation</b></p> <p>Presentation from Phill Adams, Service Manager, Economic Development and Affordable Housing, Sedgemoor District Council and Brendan Cleere, Director of Growth &amp; Development, Taunton Borough Deane Council/West Somerset Council.</p> <p>Discussions on the challenges and opportunities captured in the Growth Deal and SEP</p> <p>SE confirmed that asks from the Hinkley Deal bid for 14/15 continued to be progressed.</p>	
<p><b>7. Presentation update on SEP and Growth Deal by VN</b> It was emphasised that this was a multi-year strategy. <b>Action: A draft copy of the Growth Deal will be sent out to all Board members later on today (19<sup>th</sup>), comments required back by Monday 24 March.</b> <b>Action: Latest draft of SEP to be sent out Monday 24 March, comments back by cop Thursday 27 March.</b></p>	<p><b>Emma Buckman</b>  <b>VN</b></p>
<p><b>8. LEP Messaging and Business Engagement Presentation</b> A copy of the presentation by Liz Waugh, Director of Coast Communications is attached.</p> <p><b>Action: A private sector Board Director is required to join the LEP Comms Group.</b></p> <p><b>Action: For board members that are attending the MPs' briefing to inform LW of any existing relationships with local MPs &amp; subjects.</b></p>	<p><b>CG</b>  <b>All</b></p>

# Local Enterprise Partnership

Creating opportunities in Devon, Plymouth, Somerset and Torbay

<p><b>Action: Briefing packs for 1<sup>st</sup> April to be issued to all attendees on 27 March.</b></p>	<p><b>LW</b></p>
<p><b>Action: Key messages within briefing packs to be sent to all board members.</b></p>	<p><b>LW</b></p>
<p><b>9. Papers for noting</b></p> <p>No comment.</p> <p><b>Action: Send Board papers unzipped/using Dropbox/ investigate alternative methods in the future for Board Directors to access papers.</b></p>	<p><b>JP</b></p>
<p><b>10. AOB</b></p> <p>SBird: A paper suggesting the remit of the new LEP Rural Issues Group will be out shortly.</p> <p>TE: Similar to the Transport Hub for Bristol, Plymouth is working on a 10 year plan.</p> <p>SH: Thanks to the Strategy team for all their hard work on the SEP.</p>	

**Next Meeting: Thursday 15 May at Dartington Hall Trust from 15.00 – 18.00**