

**Minutes of LEP SIP Meeting  
05/11/2019 at 09.30-11.30  
at  
NFU, Rosemoor Court, Pynes Hill, EX2 5TU**

**Board attendees:**

*Amanda Ratsey, Business Lead, HotSW LEP Management Team  
Carl Wyard, (on behalf of Alan Denby), Torbay Development Agency  
David Ralph, HotSW LEP Chief Executive  
Keri Denton, People Lead, HotSW LEP Management Team  
Paul Hickson, Place Lead, HotSW LEP Management Team  
David Bird, Chairman of SIP, HotSW LEP Board Member  
Richard Stevens, Chair Business Leadership Group, HotSW LEP Board Member  
Dr Fiona McMillan, Non-Executive Board Director, LEP Board Member*

**Officers in attendance:**

*Eifion Jones, Chief Operating Officer, HotSW LEP  
Ben Bryant, SCC Accountable Body  
Mel Roberts, SCC Accountable body  
Mel Sealey, HotSW LEP PMO  
Tom Satterly, HotSW LEP PMO (minutes)  
Ian Harrison, Independent Transport Assessor  
Helena Davison, Communications Manager, HotSW LEP*

**Others in attendance:**

*Carl Tucker, HotSW LEP Chairman*

**NOTE:** 4 voting members are required to be quorate. Number of voting members present in meeting: 7

**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>	
	Apologies Suzanne Bond, Cities and Local Growth Unit (BEIS) Barbara Shaw, Chair Place Leadership Group, LEP Board Member	<b>N/A</b>
<b>2</b>	<b>Declarations of Interest</b>	
	Fiona McMillan – Hinkley Point Keri Denton – Exeter Science Park Ltd	<b>N/A</b>
<b>3</b>	<b>Minutes from Last SIP Meeting September 2019</b>	
	Minutes from the previous meeting were approved.	
<b>4</b>	<b>For Decision - Investment Programme Business Cases and Project Changes</b>	
<b>4.1</b>	<b>Growing Places Fund</b>	
	No update	
<b>4.2</b>	<b>Growth Deal</b>	
	<p><b>Growth Hub Brexit Funding</b> AR provided the following overview;</p> <ul style="list-style-type: none"> <li>• BEIS issued various calls for funding regarding Britain leaving the EU; <ul style="list-style-type: none"> <li>○ 30k for SME support</li> <li>○ 100k for additional activity</li> <li>○ 80k for intelligence</li> </ul> </li> <li>• Bringing to SIP as money is being accepted on behalf of the LEP</li> <li>• Timeframes are tight</li> <li>• A lot administration associated with it.</li> </ul> <p>DR added;</p> <ul style="list-style-type: none"> <li>• HotSW LEP are expected to spend this money well</li> <li>• Requires weekly reporting to central government.</li> </ul> <p><b>Connecting Devon and Somerset</b> PH guided the group through the paper provided and the 3 options Points raised</p> <ul style="list-style-type: none"> <li>• A briefing note to go to the HotSW LEP board.</li> <li>• Questions raised about the reasoning for the 6 month timeline to protect the £2.5m Mobile Connectivity Growth Deal funding. <ul style="list-style-type: none"> <li>○ Are things likely to change in 6 months?</li> <li>○ Mobile Connectivity is recognised as an important issue for the</li> </ul> </li> </ul>	

	<p>HotSW area</p> <ul style="list-style-type: none"> <li>○ What would happen if there was no government funding to spend on Mobile Connectivity?</li> <li>● It was agreed to defer the decision on this paper until after the Investment Pipeline agenda item.</li> </ul> <p><b>Charges on Grow on building at Exeter Science Park</b></p> <p>This will be deferred to a final email decision due to not having a response from legal.</p> <p>A letter from ESPL was circulated with the papers.</p> <p>There are two elements to the ESPL request;</p> <ul style="list-style-type: none"> <li>● To take back the first charge on Grow On building 1</li> <li>● To release the first charge on Grow on building 2</li> </ul> <p>Group agreed that there needs to be a good audit trail for decisions made relating to ESPL.</p> <p><b>Decision</b> – ESPL need to provide a formal change request in order for SIP to make a decision.</p> <p><b>Action:</b> Notify ESPL and work with them to produce a change request for next SIP meeting</p>	<b>JB/CB</b>
<b>4.2.2</b>	<b>Other Projects</b>	
No update		
<b>5</b>	<b>Investment Programme Delivery</b>	
<b>5.1</b>	<b>Investment Programme Report</b>	
	<p><b>Investment programme report</b></p> <p>MS briefed the group on the latest Investment programme report.</p> <ul style="list-style-type: none"> <li>● 3 final approvals on transport projects.</li> <li>● 4 business cases outstanding. Coming to future LTB meeting.</li> <li>● Minor issues around Blue Screen IT</li> <li>● Plymouth central station funding agreement nearly ready for signing.</li> </ul> <p><b>Outputs summary</b></p> <p>TS provided an update on the current work going on the Outputs review.</p> <p>Points raised</p> <ul style="list-style-type: none"> <li>● IH confirmed that outputs for Junction 25 and Huntspill will have slipped beyond 2025.</li> <li>● Policy group to review investment policy</li> <li>● Important narrative to capture will be the lessons learned and how steps have been taken to prevent this happening with future funding.</li> </ul>	



6.1	<b>ESIF Update</b>	
	<ul style="list-style-type: none"> <li>• ERDF call has closed - oversubscribed. ESIF committee in December.</li> <li>• ESF calls close on 12<sup>th</sup> November</li> </ul>	
7	<b>AOB</b>	

**Next Meeting:**

### Table of Decisions

SIP Paper	Decision Required	Decision Agreed
<b>Investment Pipeline/Connecting Devon and Somerset</b>	Way forward for CDS and digital/mobile funding including any prioritisation of any programme underspend identified	A paper to be produced for review and decision by November LEP Board meeting, recommendation that Option B is taken forward.