

**Minutes of LEP SIP Meeting
08/10/2020 at 09:00 – 12:00
Via Microsoft Teams**

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
David Bird, Chairman of SIP, HotSW LEP Board Member
Paul Hickson, Place Lead, HotSW LEP Management Team
Keri Denton, People Lead, HotSW LEP Management Team
Richard Stevens, Chairman Business Leadership Group, HotSW LEP Board Member
Mel Squires, Chairman Place Leadership Group, HotSW LEP Board Member
Karl Tucker – HotSW LEP Chairman (proxy for Fiona McMillan and for Mel Squires during the latter part of the meeting)*

Officers in attendance:

*Eifion Jones, Chief Operating Officer, HotSW LEP
Ben Bryant, SCC Accountable Body
Mel Roberts, SCC Accountable body
Ian Harrison, Independent Transport Assessor
Mel Sealey, HotSW LEP PMO
Tom Satterly, HotSW LEP PMO (minutes)
Simone Marillier, DCC (minutes)
Suzanne Bond - Cities and Local Growth Unit BEIS
Hannah Norman, SCC Finance*

GBF Bid Appraisers

*Anne-Marie Spalding, SCC
David Lewis, SW Energy Hub
Shane Vallance, Ash Futures
Simon Hooton, Ash Futures
Mirela Doana, DCC
Phill Adams, DCC
Julia Blaschke, PCC
Colin Bettison, PCC*

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting:9

NOTE FOR AUTHOR

Please mark any confidential items so that they can be removed before publishing. We, the publisher, accept no responsibility for items that are not marked and result in them being published in the public domain or any resulting consequences.

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 who will upload them onto the website.

Item No.	Agenda Item
1	Apologies
<p>Fiona McMillan, Non-Executive Board Member, LEP Board Member (proxy to Karl Tucker) Helena Davison, Communications Manager, HotSW LEP</p>	
2	Declarations of Interest
<p>Declarations of interest have been noted within each of the GBF projects. It was agreed that none of the LEP Management Team local authority SIP members would vote on any of the projects to avoid any potential conflicts of interest.</p>	
3	Minutes from Last SIP Meeting - 8th September 2020
<p>Previous meeting minutes were approved with the minor amendment that KT needed to be added to the correct attendee group.</p> <p>Action point updates: AR to provide a written update on Oceansgate. DR access to finance action to be carried forward.</p>	
4	For Decision - Investment Programme Business Cases and Project Changes
4.1	Growing Places Fund
<p>N/A</p>	
4.2	Growth Deal
<p>Enterprise Zone Update - PH provided a verbal update SIP previously agreed in spring that the 3 Enterprise Zones in the HotSW LEP area would update their implementation plans. PH and EJ have been in regular contact with the facilitators of each EZ. Oceansgate and Exeter and East Devon are progressing well. Gravity are slightly behind as an emphasis has been placed on creating an LDO and a masterplan to accompany this. DECISION: SIP agreed that there would be a review of the implementation plans and would invite all 3 projects to present them to SIP starting with Gravity in November.</p>	

4.3	Getting Building Fund (GBF)
<p>3 points of feedback that all projects will receive are;</p> <ul style="list-style-type: none"> • Re-evaluation of job outputs having received definitions/guidelines from Central Government • State Aid compliance needs to be addressed and evidenced by the project before being able to proceed to signing a funding agreement • All projects will need to follow MHCLG communication policy 	

Project name	Declaration of Interest	Decision
ZebCat 2	Keri Denton	Approved
Green Homes	Amanda Ratsey	Approved
Smarter Carbon	Keri Denton	Approved
EPIC	Carl Wyard	Approved
iAero	Paul Hickson	Approved
Torbay Business Centre	Carl Wyard	Approved
Devon Work Hubs	Keri Denton	Approved
Bruton Enterprise Centre	Paul Hickson	Approved
Plymouth City Business Park	Amanda Ratsey	Approved
Centre for Clean Mobility	Keri Denton	Approved
Health Tech Incubation Hub - Plymouth	Amanda Ratsey	Approved
Torquay Gateway	Carl Wyard	Approved
Concourse Phase 2, Brunel Plaza, Plymouth	Amanda Ratsey	Approved
Firepool and Taunton Station Access	Paul Hickson	Approved
Ilfracombe Watersports Centre	Keri Denton	Approved
Burrows Centre	Keri Denton	Approved
Exeter Bus Station	Keri Denton	Deferred
Enhancement of Future Skills Centre at Exeter airport (former Flybe Training Academy)	Keri Denton	Approved
Taunton Digital Innovation Centre	Paul Hickson	Approved
Welding Centres of Excellence	Amanda Ratsey	Approved
Exeter Science Park Grow Out Building	Keri Denton	Approved

The decision making for the Getting Building Fund was delegated by the HotSW LEP board to the SIP. SIP have approved all the projects, with the exception of Exeter Bus Station. Further information to be provided to support a fully informed decision.

All the projects above will also be asked to consider the Environmental benefits to their projects along with inclusive growth.

During the discussion a number of conditions around topics such as outputs and state aid arose. It was agreed that these would be approached consistently across all projects during funding agreement development.

Committed to £35.4m worth of projects proceeding to funding agreement with about £2m left to spend with 6 reserve projects to be reviewed at the next SIP meeting.

Both DR and DB thanks the appraisers for their hard work and thorough appraisals of these projects.

7	AOB
None raised.	

Next Meeting: Tuesday 3rd November

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Enterprise Zone Update		To invite EZ's to SIP and present their implementation plan.
Getting Building Fund	To review the applications for funding	Table of decisions above – 20 projects approved and 1 scheme asked for further information.