

Minutes of LEP SIP Meeting
09/11/2021 at 09:30 – 11:30
Via Microsoft Teams

Board attendees:

David Bird, Chairman of SIP, HotSW LEP Board Member
Paul Hickson, Place 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
David Ralph, HotSW LEP Chief Executive
Jane Dumeresque, LEP Board member (not a voting Member of SIP)
Julia Blaschke (deputising for Amanda Ratsey), Business Lead, HotSW LEP Management Team
Keri Denton, People Lead, HotSW LEP Management Team

Officers in attendance:

Eifion Jones, Chief Operating Officer, HotSW LEP
Claire Gibson, HotSW LEP
Ian Harrison, Independent Transport Assessor
Tom Satterly, HotSW LEP PMO (minutes)
Richard Snell, HotSW LEP PMO
Melanie Roberts, SCC Accountable body
Isaac Young, SCC Finance
Ben Bryant, SCC Finance
Anne-Marie Spalding, SCC Officer

Agenda item guests
Tim Beavon item 4.1

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 8

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 finalized. 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 | Actions |
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| 1 | Apologies | | | | | | | | | | | | | | | | |
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| Elizabeth Spence Carl Wyard Vince Flower | | | | | | | | | | | | | | | | | |
| 2 | Declarations of Interest | | | | | | | | | | | | | | | | |
| Keri – Exeter Science Park Ltd Jane – Exeter Science Park Ltd Julia – Plymouth Low carbon | | | | | | | | | | | | | | | | | |
| 3 | Minutes from Last SIP Meeting – 5th October | | | | | | | | | | | | | | | | |
| Minutes from the previous meeting were approved subject to a change in wording relating to the Growth Deal Digital Investment Programme decision | | | | | | | | | | | | | | | | | |
| 4 | For Decision – Investment Programme Business Cases and Project Changes | | | | | | | | | | | | | | | | |
| 4.1 | Growing Places Fund | | | | | | | | | | | | | | | | |
| <p><u>Business Cases for approval: Gravity and Roadfill</u> Tim Beavon joined the meeting to discuss his appraisals of the 4 bids. Bids received</p> <table border="1"> <thead> <tr> <th>Applicant</th><th>Project</th><th>Maximum amount of loan</th></tr> </thead> <tbody> <tr> <td>Pattimores Transport & Dairy Ingredients Ltd</td><td>Solar Project</td><td>£556,053</td></tr> <tr> <td>This is Gravity Ltd</td><td>Village Enhancement Scheme</td><td>£556,053</td></tr> <tr> <td>This is Gravity Ltd</td><td>Sub-station and grid connection</td><td>£243,947</td></tr> <tr> <td>Roadfill Ltd</td><td>Waste Plastic Roads</td><td>£350,000</td></tr> </tbody> </table> <ul style="list-style-type: none"> Pattimores Transport withdrew its project as the Growing Places loan was not needed for the project to go ahead. Gravity 1 – Village Enhancement Scheme is an obligation therefore it is needed to be considered whether it should be funded. Gravity 2 – Build new substation and connection for power for further development of the site. Total cost of project is £7m <p>Points raised <u>Gravity Village Enhancement Scheme</u></p> <ul style="list-style-type: none"> Village enhancement scheme is an obligation for Gravity to undertake therefore it should not be funded Neither Gravity projects have provided a strong case for funding Questions around whether the funding is required for substation due to | | Applicant | Project | Maximum amount of loan | Pattimores Transport & Dairy Ingredients Ltd | Solar Project | £556,053 | This is Gravity Ltd | Village Enhancement Scheme | £556,053 | This is Gravity Ltd | Sub-station and grid connection | £243,947 | Roadfill Ltd | Waste Plastic Roads | £350,000 | |
| Applicant | Project | Maximum amount of loan | | | | | | | | | | | | | | | |
| Pattimores Transport & Dairy Ingredients Ltd | Solar Project | £556,053 | | | | | | | | | | | | | | | |
| This is Gravity Ltd | Village Enhancement Scheme | £556,053 | | | | | | | | | | | | | | | |
| This is Gravity Ltd | Sub-station and grid connection | £243,947 | | | | | | | | | | | | | | | |
| Roadfill Ltd | Waste Plastic Roads | £350,000 | | | | | | | | | | | | | | | |

high total project cost

- Cash flow information is required to make a decision.
- GPF Funding has previously included the caveat of recouping legal costs.

DECISION – Gravity Village Enhancement Scheme loan application declined.

Gravity Substation Project

- Questions around whether the funding is required for substation due to high total project cost
- Neither Gravity projects have provided a strong case for funding
- Cash flow information is required to make a decision.
- LEP have provided substantial cash support for the Enterprise Zone already and there is a case that the substation supports continued development of the business opportunity
- This project went to a vote

| Initials | For | Against | Abstained |
|----------|-----|---------|-----------|
| DB | X | | |
| DR | X | | |
| PH | X | | |
| MS | X | | |
| JB | | | X |
| JD | | | X |
| KD | | X | |
| RS | | X | |

DECISION – Approved subject to cash flow being provided before the end of the calendar year.

Roadfill Ltd

- Strong support for the business and product however it was agreed that more work needed on this application
- Recommended that Roadfill Ltd are signposted to Growth Hub to get business case support.
- CG to engage with Roadfill with aim to facilitate a meeting between Roadfill Ltd and potential interested parties.

DECISION – Roadfill Ltd loan application declined

Growing Places Fund Grant Funding Agreement amendment

- It is recognised by SIP that the purpose of this fund needs reviewing

DECISION – SIP approved the paper as presented.

4.2 Growth Deal

Growth Deal Funding Underspend Variation

EJ shared the updated paper with the group

Points raised

- Recommended 2 small amends
 - Any amount over £250,000 SIP will provide recommendation to LEP board.
 - 'Total project costs' rather than match funding to be referenced in the decision.
- Need to consider process for projects that are going to or have failed to

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| <p>deliver the outputs stated in their funding agreements</p> <p>DECISION AND ACTION – Paper approved. SIP requested a paper on the process for projects that fail to deliver outputs.</p> <p>RS and MS left the meeting Voting members reduced to 6</p> <p><u>Exeter Science Park Open Innovation Building Variation</u> JB provided overview of ESPL variation</p> <ul style="list-style-type: none"> • Electric charging points and CCTV installing into car park using Growth Deal underspend from this scheme • Electric charging points could have been funded via other grants for £4,200 <p>Points raised</p> <ul style="list-style-type: none"> • Recognised that this adds value to the project <p>DECISION - Approved subject to cumulative outputs achieved review</p> <p><u>Digital Call Technopole Digital Platform variation</u> CG provided an overview of the Technopole digital platform</p> <ul style="list-style-type: none"> • HotSW Technopole that aims to drive the creation and growth of R&D intensive businesses within the region through the use of a digital platform. • Platform would be owned by the LEP • Create a good link with local digital businesses <p>Points raised</p> <ul style="list-style-type: none"> • How would this interface with the Growth Hub CRM? • Recommended to appoint a provider via procurement rather than grant funding as LEP will have more input over the final product and legacy. • Growth Hub could be involved in spec'ing' <p>DECISION – Approved the funding subject to procurement of provider.</p> | <p>MS/ EJ</p> |
| <p>4.3 Getting Building Fund (GBF)</p> | |
| <p><u>Plymouth City Council Green Homes underspend variation</u> AMS provided an overview of Green Homes variation.</p> <ul style="list-style-type: none"> • Items bought before grant funding agreement was issued therefore grant funding is reduced • Covid and Brexit are causing a delay in accessing homes and supply chains. • Currently reviewing outputs and spend <p>DECISION – Variation approved by SIP</p> | |

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| 5 | Investment Programme Delivery |
| 5.1 | Investment Programme Report |
| <p><u>Growing Places Fund Final Progress report</u></p> <p>MR provided an overview</p> <p>Points raised</p> <ul style="list-style-type: none"> • Cash Flow required to fully understand the current base line position • SIP recognises the need for an evaluation of the purpose of the funding. | |
| 5.2 | Amber Project Review |
| <p>RSnell provided an overview</p> <ul style="list-style-type: none"> • Growth Deal Q1 and Q2 F&F spend totals • GBF spend for Q2 is an estimated • Mobile boost review in February • All GBF projects are green | |
| 5.3 | SCC Update |
| No update | |
| 5.4 | CLGU update |
| No update | |
| 6 | Strategic Agenda Items |
| 6.1 | ESIF Update |
| <p>EJ provided the following update</p> <p>ERDF</p> <ul style="list-style-type: none"> • Enhance Social Enterprise, Inward investment and Digital Utilisation for Growth offered extensions and are working through funding process with DLUHC (Department for Levelling Up, Housing & Communities) <p>ESIF</p> <ul style="list-style-type: none"> • University of Plymouth project have not been paid £1m from their previous claim and are deciding what action to take – possibility of a joint letter to DWP as discussed at the LEP Board | |
| 7 | AOB |
| None | |

Next Meeting: Tuesday 11th January 2022

Table of Decisions

| SIP Paper | Decision Required | Decision Agreed |
|-----------|-------------------|-----------------|
|-----------|-------------------|-----------------|

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|--|----------------------------------|--|
| Growing Places Fund Business cases | GPF loan applications | Gravity Village enhancement scheme – declined Gravity Substation – approved via a vote Roadfill - declined |
| Plymouth City Council Green Homes underspend variation | Variation to GBF project | Approved |
| Digital Call Technopole Digital Platform variation | Variation to current project | Approved subject to procurement of provider |
| Exeter Science Park Open Innovation Building Variation | Variation to growth deal project | Approved subject to the project progress towards achieving their outputs being assessed |
| Growth Deal Funding Underspend Variation | Growth Deal underspend process | Approved |