

**Minutes of LEP SIP Meeting
05/07/2022 at 09:30 – 11:30
Via Microsoft Teams**

Board attendees:

Richard Stevens, (acting Chair) Chairman Business Leadership Group, HotSW LEP Board Member

Jane Dumeresque, LEP Board Member

Amanda Ratsey, Business Lead, HotSW LEP Management Team

Nicholas Child (deputising for Keri Denton), People Lead, HotSW LEP Management Team

Paul Hickson, Place Lead, HotSW LEP Management Team

Vince Flower, Skills Lead, HotSW LEP Board

Officers in attendance:

Eifion Jones, Chief Operating Officer, HotSW LEP

Claire Gibson, HotSW LEP

Richard Snell, HotSW LEP PMO

Ben Bryant, SCC Finance

Anne-Marie Spalding, SCC Officer

Isaac Young, SCC Finance

Jason Buck, TDA (deputising for Carl Wyard),

Tom Satterly, HotSW LEP PMO

Dan Newman, HotSW LEP PMO

Ian Harrison, Independent Transport Assessor

Agenda item guests

Shane Vallance, agenda item 4.1

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 6

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
1	Apologies	
	<p>Mel Squires Mel Sealey David Ralph Elizabeth Spence Ben Bryant Suzanne Bond David Bird Keri Denton</p>	
2	Declarations of Interest	
	<p>Richard Stevens – Smart Sound Plymouth, Data Tourism Hub Vince Flower – Tourism Data Hub Amanda Ratsey – Smart Sound Plymouth, Data Tourism Hub Dan Newman – Torquay Gateway Jason Buck – Data Tourism Hub</p>	
3	Minutes from Last SIP Meeting – 24th May 2022	
	The minutes from the previous meeting were approved.	
4	For Decision – Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	<p>DC Homes Reprofiling Overview GPF loan given to DC Homes for construction of a hotel which supported regeneration of Bridgwater. Following the payment holiday agreed by SIP through the pandemic, and which ended in March, this paper sets out a proposal to reschedule the remaining payments for the loan through agreeing</p> <ul style="list-style-type: none"> • extension of the term by 2 years to April 2029 • amendment of the interest rate in the final two years of repayments from +2.51% over EU reference rate to +3.51% over EU reference rate • waiving the arrangement fee (rates agreed by SIP in December 2021) • the capital & interest repayment schedule as per the attached <p>2 further conditions requested by DC Homes are not recommended to be part of the agreement due to loss of income to the LEP and state aid complications.</p> <ul style="list-style-type: none"> • Interest accrued before April 2022 to be written off • Fixed interest rate of 1.5% going forward <p>Points raised This possibly sets precedence for other GPF projects that they could also request a reprofile of repayment.</p>	

<p>Loan is underwritten but not by Local Government. Decision – SIP agreed the recommendation</p> <p>GPF Update DR approached Gravity for total £800k loan as discussed at a previous SIP meeting. Aiming to bring a business case to the September SIP.</p>	
<p>4.2 Growth Deal</p>	
<p>Digital Build Back Better Business Cases CG provided an overview of the paper provided then handed over to SV to go through the 3 businesses cases.</p> <p>Decisions / Recommendations to the LEP Board</p> <ul style="list-style-type: none"> • Recommend to the Board that £940,000 of the Phase 2 Superfast Broadband project be reallocated for a voucher top-up scheme in partnership with BDUK, subject to appraisal. • Agreed to review again in September 2022 the remaining Growth Deal and Growing Places Fund spend profile for the Phase 2 Superfast Broadband Project. • Subject to being shared with the wider SIP. Approve up to £500k for the Tourism Data Hub, as per the attached appraisal. • Recommend to the Board that £1.2m of the £3m allocated for Digital Infrastructure is reallocated to the Build Back Better strand of the Digital Investment Programme. • Approve up to £1.999m for the Environmental Living Lab and up to £1.2m for the Smart Sound Connect Subsurface project as per the attached appraisals, subject to Board approval of the recommendation above <p>Environmental Living Lab SV provided an overview of the paper provided.</p> <p>Project Description The project will implement the Satellite Applications Catapult Environmental Living Lab concept within the HotSW. It aims to tackle environmental and agricultural challenges identified within Devon and Somerset. It will have a physical presence at 3 locations (Bicton College, Cannington Campus of Bridgwater and Taunton College) and the Barnstaple campus of Petroc College. It will also deliver Mobile 5G labs to bring in field connectivity for research and demonstration purposes. Mobile demonstration labs for on-site technology testing and demonstration, increasing adoption of technology across the farming communities.</p> <p>Recommendation – Approve with conditions</p> <p>Recommendation conditions</p> <ul style="list-style-type: none"> • Clarity around the inclusion of the expanded footprint of Smart Biosphere • Confirmation that match funding is ringfenced for this specific project • Clarification that all costs are eligible for match funding • Completion of an equality and sustainability assessment <p>Points raised General consensus that this is a good project and it should be supported.</p>	

Decision – Approve with recommended conditions

Smart Sound Connect Subsurface

SV provided an overview of the paper provided.

Project Description

Located in Plymouth Sound, the Smart Sound Connect Subsurface (SSCS) project will build on the current Smart Sound infrastructure to further enhance the region's position as a national leader in coastal marine autonomy and marine technologies by developing the only fully autonomous system integration in the UK.

Smart Sound Connect is a project that sits within Smart Sound Plymouth initiative. The proposed SSCS will be a sister project to Smart Sound Connect, and will be delivered as part of the Smart Sound Connect offer.

The project will install an underwater acoustic communications network that will link to the surface assets to create a unique proving ground for businesses to test, trial, prototype and commercialise new products and services.

Recommendation – Approve with conditions

Recommendation conditions

- Clarification that the full £1.2m is eligible for capital funding.
- Agree to extend the project monitoring period beyond December 25 as stated in the business case, allowing for longer-term delivery and impacts to be evidenced
- For the applicant to commit to the monitoring and reporting of the economic/commercial benefits being delivered by the project
- For the HotSW LEP to consider seeking firmer assurances from the applicant over the development of a commercial model within the project period
- Confirmation of match funding
- Confirmation of applicant being able to resource this project

Points raised

- One of the priorities in Ocean Futures investment programme.
- We already fund the 5G connect project and this is not dependant on that project.
- Autonomy is a DiT high value opportunities that the HotSW has with a specific cluster around Plymouth.
- Technology is moving very quickly
- Based in Plymouth but wider companies can benefit from this.

Decision - Approve with recommended conditions

Tourism Data Hub

SV provided an overview of the paper provided.

Project Description

The Tourism Data Hub will provide Destination Management Organisations (DMOs) and businesses with consistent, robust, and valuable data insights into consumer and business behaviours to enable more efficient market targeting and product development to drive recovery post-Covid.

Recommendation – Approve with conditions

Recommendation conditions

<ul style="list-style-type: none"> To consider whether the completion of Phase One represents an opportunity for a gating decision on whether to commit full funding For the applicant to use Phase One of the project to rework the expression of outputs, focused on outputs that can be evidenced and measurable, and for this to be submitted as part of the gating discussion (as above) Confirmation of the lead applicant and how it will work financially For the applicant to provide further information regarding the expectations of cost for the dedicated project manager, and where those costs are reflected in the cost breakdown Formation of a project task group in which a member of the LEP would join Resubmitting risk matrix and M&E plan and more detailed cost breakdown Clarification around 'work packages' being distributed across partners within risk matrix <p>Points raised</p> <p>EJ – not enough voting members due to declaration of interests. This needs to be shared with wider SIP members via email for approval.</p> <p>IH – support the phased approach to ensure that we end up with a good product.</p> <p>AR - Destination Plymouth will be signing off the funding agreement.</p> <p>Decision – This bid needs to be shared with the rest of SIP in order to have enough non-conflicted voting members to make a decision.</p>		
4.3	Getting Building Fund (GBF)	
<p>Devon Work Hubs variation</p> <p>DN provided an overview of the paper provided.</p> <p>Devon Work Hubs looking to return £319k GBF funding due to a successful ERDF bid and returning underspend. Intervention rate has decreased along with match funding but this has been covered by ERDF money.</p> <p>Decision – Paper supported by SIP</p>		
5	Investment Programme Delivery	
5.1	Investment Programme Report	
No Update		
5.2	Amber Project Review	
No Update		
5.3	SCC Update	
No Update		
5.4	CLGU update	
No Update		
6	AOB	

AR - More visible SIP distribution list in order to include all relevant board members in responses to share comments and views when asking to make email decisions.

EJ – ERDF update below, ESF and EAFRD remain substantially unchanged

Some projects have secured additional ERDF

- Node (£811k)
- LEP inward investment grant programme (£465k)
- Marine Business technology Centre (£737k)
- Application in from Petroc for the Centre of Technology and Innovation Excellence currently in the process.

Next Meeting: 6th September 2022

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
DC Homes GPF Reprofiling	Repayment terms of the GPF loan to DC Homes	In support of recommendation on paper
Devon Work Hubs	Recommendation to Board on returning GBF funds.	Recommend approval to board
Digital Build Back Better Business Cases	Recommendation on remaining GBF funds	Bullet point decisions stated in agenda item 4.2