

**Minutes of Enterprise M3 Board Meeting
1.30 – 5.30, Wednesday 4th July 2012
H G Wells Suite – Woking, Surrey**

Attendance

Geoff French
Kathy Slack
Cllr Peter Martin
Tim Colman
Peter Cowen
Cllr Andrew Finney
Louise Punter

Brig Neil Baverstock
Cllr Moira Gibson
Mike Rushworth
Kate Dean
Dr Malcolm Parry
Cllr Mel Kendal

Guests

Ray Morgan (item 1)
Rachel Barker
Kate Swaby
John Jervoise (item 10)

Apologies

Chris Tinker
Paul Bright
Laura Pelling

1. Welcome to Woking

- 1.1 Ray Morgan, Chief Executive of Woking Borough Council addressed the meeting to welcome them to Woking.

2. Minutes of the previous meeting and matters arising

- 2.1 Board Members agreed that the minutes of the last meeting were an accurate record of the proceedings.
- 2.2 Geoff French noted that the meeting with MPs is still an outstanding action and advised that this will be arranged for later in the year.
- 2.3 Peter Cowen updated the meeting that, in Mike Rushworth's absence on business, he had recently attended a Wessex Economic Leaders Meeting. A future meeting of this group is scheduled for September 2012 and Eric Pickles has been invited to attend.

- 2.4 Geoff French updated the Board that the Enterprise M3 Business Plan is now on the website.

Action to be taken	By whom	When
Meeting with MPs to be arranged	Kathy Slack and Geoff French	Autumn 2012

3. Disclosure of Interests

- 3.1 Board Members completed a disclosure of interest form and agreed that they would leave the room if appropriate when a vote on individual items was required.

4. Chair's Update

- 4.1 Geoff updated the meeting on a number of events and meetings that had taken place since the last Enterprise M3 Board Meeting in March 2012. Geoff stated that there had been various meetings with Government in recent months including the visit from Emma Ward and a more recent meeting in July with civil servants from DCLG and BIS. Geoff updated the Board that he had recently attended the EM3 District Leaders Meeting and had presented at a Solent LEP Conference.
- 4.2 Geoff noted that he and Kathy had met with AXA Wealth in Basingstoke, the discussion mainly concentrating on how to get the larger firms like AXA more involved in the LEP. AXA have offered to host a meeting of senior individuals from major companies in early autumn.
- 4.3 Geoff also updated Board Members on a Institute of Directors event that is taking place in Winchester on 18 July 2012. This event will include speakers from Enterprise M3 and also Solent LEP. Further details are available on the Enterprise M3 website.

5. Growing Enterprise Fund

- 5.1 Kate Dean introduced the item and provided background to the approach taken by the Fund Management Group, whose advice had been incorporated into the paper to the Board. Kate advised the Board that 25 project proposals had been received and these were diverse both in terms of their nature and also in their quality.
- 5.2 Kate set out that due to the number of project proposals received, it was recommended that the Board use a number of categories into which projects could be placed. The Board agreed this approach and the use of the following three categories:

Category 1 – Those projects that deliver strongly against Growing Enterprise Fund objectives

Category 2 – Those projects that deliver Growing Enterprise Fund objectives and where further work and/or information may be required.

Category 3 – Those projects that are most suitable for alternative funding streams (or potentially the Growing Enterprise Fund at a later date) but should not be considered further for the Growing Enterprise Fund at this time.

- 5.3 The Board then considered each of the projects in turn, agreeing the category into which each project should be allocated. Each of the projects was considered using the Assessment Framework which was completed using the information from each submission, with a clear focus on deliverability; economic outcomes and their ability to recycle funding.
- 5.4 The Board agreed that the Sheerwater Access Road and Tannery Studios proposals should be allocated to Category 1. This decision was taken as they were thought to deliver strongly against the Growing Enterprise Fund objectives – in terms of start date, delivery of economic outcomes and ability to recycle funding. The Board agreed that these projects should be supported, subject to due diligence and contract.

Action to be taken	By whom	When
Fund Management Group to progress due diligence work on Category 1 projects	Kate Dean, Kathy Slack and Rachel Barker	October 2012

- 5.5 The Board agreed that the projects below should be allocated to Category 2. These were projects that delivered the Growing Enterprise Fund objectives but where further work or information is required in order for the proposal to be supported.

- Surrey Wood Hubs
- Basing View Regeneration
- Armed Forces Enterprise Centre
- Electrical Cabling, Farnham
- Longcross, Chertsey
- Activation Aldershot
- Super & Ultra Fast Broadband
- Whitehill and Bordon SANGS

- 5.6 It was agreed by the Board that the Project Team should work with those projects that fall within Category 2 in response to these issues and report back to the Enterprise M3 Board in October 2012, with potential recommendations to either move projects into Category 1 (to progress subject to due diligence) or to category 3 (to consider them more appropriate for alternative funding streams and therefore not to progress them at this time).
- 5.7 It was also agreed that where any issues can be resolved in advance of the next Board Meeting in October 2012, that responsibility is delegated to 3 Board Members (to include the Chair) to move Category 2 projects into either Category 1 or Category 3.

Action to be taken	By whom	When
Fund Management Group to feedback Board's comments on proposals to Category 2 projects and to formally	Kate Dean, Kathy Slack and Rachel Barker	October 2012

request that these are addressed		
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5.8 Based on the Assessment Framework, the Board agreed that the remainder of the project proposals fell into Category 3 (list provided below) and that these projects were more suitable for alternative funding streams (or the Growing Enterprise Fund at a later date) and therefore should not be considered further for the Growing Enterprise Fund.

- M3 Growth Fund
- Guildford Gyrotory
- Runnymede Roundabout
- Egham Cycleways
- A31 Hickleys Corner
- Toshiba Roundabout
- Onslow Park and Ride, Guildford
- Surrey FlySMART
- A30/A331
- Farnham Town Centre Package
- Weydon Lane Regeneration Project
- Queen's Roundabout, Farnborough
- Whitehill and Bordon – foul water upgrade project
- Camberley Town Centre Regeneration
- Surrey Hills Visitor and Enterprise Centre

5.9 The Board noted that the projects that fall within this category may well be important projects for the Enterprise M3 area but have failed to demonstrate sufficient 'fit' with the Growing Enterprise Fund opportunity, particularly in relation to the ability to recycle funding and/or the generation of economic outcomes.

5.10 It was therefore agreed that project proposers should be notified that they are not suitable for the Growing Enterprise Fund at this time and that an ongoing dialogue with those who proposed projects is maintained. In recognition of the fact that many of the proposals in Category 3 were transport proposals, the Board requested that the Transport Action Group discuss how these (and other) transport proposals can be taken forward.

Action to be taken	By whom	When
Opportunity for feedback to be offered to Category 3 projects	Kathy Slack and Rachel Barker	By mid-August
Transport Action Group to be tasked with discussing the transport projects in Category 3 and advising how best to take these projects forward in future	Kathy Slack and Transport Action Group	Initial advice by October 2012

5.11 A discussion on next steps for the Growing Enterprise Fund also took place, in recognition that it is likely that there will be funding that is not allocated following this particular round. The Board agreed that additional guidance and criteria should be applied for future rounds so that the expectations of Enterprise M3 in terms of this fund are clearer. It was also suggested that the Project Team should work more closely with those proposing projects in

future rounds of the fund. The Board tasked the Fund Management Group with considering 'next steps' for the Growing Enterprise Fund and to report back to a future meeting.

- 5.12 It was requested that opportunities for site visits and/or presentations from project proposers are explored in future, Cllr Peter Martin reported that this approach had worked well at the Coast to Capital LEP.

Action to be taken	By whom	When
Fund Management Group to give consideration to future rounds and particularly issues of guidance and criteria. Consideration to be given to site visits and/or presentations to the Board	Kate Dean, Kathy Slack and Rachel Barker	October 2012

6. Action Groups – Summary of Progress

- 6.1 Kathy Slack provided an update on the action groups and their activity. The significantly differing sizes and structures of the Action Groups were very apparent. The Board asked that the Action Group chairs should look at their make up and also consider how to get more private sector involvement.
- 6.2 The Board agreed that the Transport Group should be an Action Group in its own right (rather than a sub-group of the Infrastructure Group) and that this is in recognition of the increasing importance of the transport agenda. .
- 6.3 The Board also agreed that the Housing and Planning Group should form part of the Land and Property Group, reflecting the fact that planning has come up as a major issue from both groups and that there is an opportunity to link to the recent work on 'red tape' for lobbying at a local and national level.
- 6.4 The Board also agreed that in light of the above, there would be a need for a more detailed discussion about the role of the Infrastructure Action Group in the absence of its two sub-groups.
- 6.5 There was also discussion about where the topic of broadband should sit, it was agreed by the Board that it should stay with the rural group given the current focus but the Board requested that further work is undertaken on the role of the LEP in lobbying for faster broadband speeds across the area.
- 6.6 An increased emphasis on inward investment and exporting was also discussed and it was proposed that a separate Action Group looking at international trade is established. The Board was particularly keen to see the LEP engaging with international companies and helping smaller firms to export.
- 6.7 The Board also gave its support to a task and finish group on business tourism.
- 6.8 It was suggested that joint session with Action Group Chairs would be useful. Kathy Slack suggested that this take place over lunch, in advance of the next Board Meeting on 10 October 2012.

Action to be taken	By whom	When
Action group make-up and private sector involvement to be reviewed	Kathy Slack and Action Group chairs	ASAP
Transport Group to become an Action Group	Kathy Slack and Transport Action Group	ASAP
Housing and Planning Group to join with the Land and Property Group	Kathy Slack	ASAP
Discussion on future of the Infrastructure Action Group to be held	Kathy Slack and Infrastructure Action Group	ASAP
Action Group Chairs to be invited to lunch in advance of the October Board	Kathy Slack and Kate Swaby	July 2012
Further work to be done with retailers and leisure industry in terms of business engagement	Kathy Slack and Louise Punter	Ongoing
Action group on International Trade to be established. Consideration to be given whether to add an additional priority to the Business Plan	Kathy Slack	ASAP
Work on the role of the LEP in lobbying for faster broadband speeds to be undertaken	Rural & Broadband Action Group	October 2012

7. Next Steps in Taking Forward Red Tape and Planning Work

- 7.1 Louise Punter updated Board Members on the work, highlighting areas where the LEP may be able to have some impact. Louise informed the Board that a smaller working group is proposed to take forward the conclusions of the work and to prepare a report to the Board in October 2012.

Action to be taken	By whom	When
Small working group to be established to take forward the red tape work	Louise Punter	ASAP
Discussions to take place on a simplified guide to planning	Louise Punter	ASAP

8. Finance report 2011/12 and Plans for 2012/13

- 8.1 Kathy updated Board Members on Enterprise M3's financial position. She reported that, with the exception of a small underspend of approximately £400, all of the budget had been spent in 2011/12. Kathy also informed the Board that LEP finances had been successfully audited by Basingstoke and Deane Borough Council.
- 8.2 Following Kathy's update, the Board noted the finance report for 2011/12 and agreed the plans for future funding. Hampshire County Council, as the Accountable Body for the Growing Enterprise Fund had also requested some wording be agreed by the Board so that revenue funding could be released.

This wording was agreed by the Board. Geoff French, Cllr Andrew Finney, Kate Dean and Tim Colman agreed to be signatories for payments not in accordance with the approved budget and amounts exceeding £7,500 (two signatories are required).

Action to be taken	By whom	When
Accountable Body to be advised of Enterprise M3 signatories	Kathy Slack	End of July 2012

9. Progress on the governance policies and procedures of Enterprise M3

- 9.1 Kathy Slack presented this paper for noting, updating the Board on the progress being made on governance issues. A draft policy and procedures document has been produced by the Enterprise M3 Director and this is currently being reviewed by the financial team at Basingstoke and Deane Borough Council and Hampshire County Council and also legal advisors at Hampshire County Council and Rushmoor Borough Council.
- 9.2 Of particular significance was the issue of whether Enterprise M3 should become a company and solicitors DMH Stallard had prepared a short options paper on a pro bono basis. Board Members agreed that a separate meeting later in the year to discuss this issue would be useful and Cllr Kendal requested that Limited Liability Partnerships are explored as part of this work.

Action to be taken	By whom	When
Future meeting on governance to be organised	Kathy Slack & Kate Swaby	October 2012
To explore the possibility of Limited Liability Partnerships	Kathy Slack	October 2012

10. Agreeing a common approach to rural planning issues

- 10.1 John Jervoise, Chair of the Rural and Broadband Action Group joined the meeting for this item. John presented a paper to the Board which had been developed by the group and aims to agree a common approach to rural planning issues across the LEP area.
- 10.2 The Board gave its support to the policies promoted by the Rural Group and agreed to pursue a common approach across all local and county authorities in the area. The Board agreed that Enterprise M3 district leaders would be consulted on these proposals at their next meeting in September with the aim of agreeing a common approach across the Enterprise M3 area.
- 10.3 The Board considered the proposals that
- The LEPs should be made Statutory Consultees on all Local Development Frameworks and Policy documents
 - Adopted LEP policy should be a material consideration for all Planning Authorities

- 10.4 The Board agreed that as a first step Enterprise M3 should be asked to comment on all Local Plans and the economic development officers from Hampshire and Surrey to be asked to help the LEP prepare submissions that reflect the LEP rural policy. Enterprise M3 will continue to press government for greater responsibilities and influence, including a stronger role in planning, but alongside requests for more core funding to ensure Enterprise M3 has the capacity to carry out this role effectively.

Action to be taken	By whom	When
Take forward suggestion that County Council Economic Development Officers assist the LEP in this area.	Kathy Slack and Rural Action Group	ASAP
See if an invite to the next District Leaders Meeting can be extended to John Jervoise	Kathy Slack	End of July 2012

11. Feedback on Enterprise M3 Business Growth Conference and plans for Conference 2012/13

- 11.1 Kathy Slack provided the Board with a summary of feedback from the Enterprise M3 Conference in March 2012. She reported that feedback from the event had been positive, with 98% of delegates stating that they benefited from the event. Another conference is to be organised and it is intended that this will be on a Wednesday or Thursday in February 2013, and will focus on a predominantly SME audience.

Action to be taken	By whom	When
Secure a date and venue for the next conference	Kathy Slack	ASAP

12. Any Other Business

- 12.1 Peter Cowen asked if business cards for Enterprise M3 Board Members could be produced. Kathy Slack confirmed that she would look into this.
- 12.2 Louise Punter informed the Board that the Surrey Chambers are organising a horse racing event on 14 September 2012 and a number of businesses will be attending. Louise will forward details of the event to interested Board Members.
- 12.3 Kathy Slack asked for suggestions of business venues for future Board Meetings. Surrey Research Park was suggested by Dr Malcolm Parry.

Action to be taken	By whom	When
Investigate options for Enterprise M3 Business Cards for LEP Board Members	Kathy Slack	ASAP
Suggestions for venues for future Board Meetings to be discussed with Kathy Slack	All	ASAP