



Driving prosperity in the M3 corridor

Enterprise M3 Board
27 November 2014, 2.00 – 5.00pm
Oak Suite, Oak House, Stag Hill Campus, University of Surrey, Guildford, GU2 7XH

MINUTES

Attending

Geoff French - Chair
Dave Axam
Andy Barr
Kate Dean
Zoe Gray
Andrew Lambert
Stephen Mansbridge
Peter Martin
Malcolm Parry
Laura Pelling
Clive Sanders
Christine Slaymaker

Apologies

David Barnes
Tim Colman
Peter Cowen
James Cretney
Ken Crookes
Moira Gibson
Keith Mans
Louise Punter
Mike Short
Chris Tinker

Amanda Brooks
Rowena Robson
Keith Robson
Kathy Slack
Rachel Barker
Sarah Carter
Tom Hinchcliffe
Alex Williams
Deborah Wyatt
Justine Davie

1. Welcome and Introductions

- 1.1 Geoff French welcomed everyone to the meeting. An overview of the current membership of the Board was circulated which set out the retiring members and the new members. The terms of office of new members had been staggered to avoid too many Board members retiring at the same time. There were four members due for retirement/renewal in 2015. The Board thanked the retiring Board members, Peter Cowen and Laura Pelling for their contribution to the Board during their term of office.

2. Welcome from University of Surrey and Update on 5G

- 2.1 Keith Robson welcomed the Board to the University of Surrey and provided an update on the 5G project. The 5G project had started as a £34m programme but was now up to £70m. The University of Surrey was providing a campus wide test-bed for 5G and a number of major companies were feeding into the test-bed, nowhere else in the world was providing this opportunity to partners for 5G testing. There had been some collaboration with Kings College London, the University of Dresden and Surrey 5G Innovation Centre. The 5G work was unique world leading research and companies

would be investing hundreds of millions of pounds in 5G in future, therefore it was important that all was done to ensure the research work remained in Guildford. The input of the Enterprise M3 LEP was critical, particularly in relation to the test-bed work. Adjacent LEPs had also been included in the 5G project.

Action to be taken	By Whom	When
Circulate copy of University of Surrey presentation slides to the Board	Justine Davie	January 2015

3. Minutes of the previous meeting & matters arising

3.1 The minutes of the previous meeting were agreed and the actions were noted.

4. Growth Hub

4.1 Deborah Wyatt gave a presentation on the Growth Hub project. BIS national policy required each LEP to establish a Growth Hub and had provided a list of requirements but there was no specific operational model. The project had been provisionally allocated £100k capital funding for six years and £350k revenue funding for 2015/16 as part of the Local Growth Deal. A further £350k revenue funding was being sought for 2016/17.

4.2 A Business Support Simplification Pilot had been carried out to identify what already existed, where there were gaps and what was needed by the business community. Consultation had been undertaken with business support providers to ensure the Growth Hub would not duplicate what was already in place. The two main areas identified that needed addressing were a failure in support for high innovation and high growth companies, and a confusing business support landscape.

4.3 It was proposed that Enterprise M3 (through its Accountable Body, Hampshire County Council) would procure a supplier to run the Growth Hub through an Official Journal of the European Union (OJEU) process. The procurement process would run from January to March with the preferred supplier selected by an Enterprise M3 panel in March. There would be a soft launch of the Growth Hub from April 2015. The project had been considered by the Programme Management Group and the recommendation to the Board was that allocation of funding for the Growth Hub be approved.

4.4 The Board discussed the project and requested further information on what was included in the specification and the outcomes to measure success. The criteria that bidders would need to address would be circulated to the Board.

4.5 The Board approved allocation of funding for the Growth Hub and requested that a progress report be provided to the Board once proposals had been submitted.

Action to be taken	By Whom	When
Progress report to be provided to the Board on proposals received	Deborah Wyatt	25 March 2015
Circulate copy of Growth Hub presentation slides to the Board	Justine Davie	January 2015
Circulate the criteria to be addressed by bidders to the Board	Justine Davie	January 2015

5. 2015/16 Growth Deal Projects

Note: Clive Sanders and Peter Martin declared an interest in the schemes due to areas represented but remained in the room during the discussion.

- 5.1 Tom Hinchcliffe explained that detailed business cases were being developed for 2015/16 projects for which the initial £35m Local Growth Fund had been allocated. The business cases would all undergo independent due diligence and assurance activity, then would be presented to the Programme Management Group (PMG) for consideration. The PMG would make recommendations to the Board as to whether projects should proceed to contracting. The first PMG meeting had been held on 24 November, and at this meeting the Group had considered the Growth Hub, three major transport schemes and the first year of the sustainable transport programme.

Major Transport Schemes

- 5.2 The three major transport schemes considered by PMG and put forward for approval by the Board were:

Basingstoke North East Corridor to Growth -	£6.56m – to improve capacity at five junctions to reduce peak hour delays, improve reliability of journey times and help accelerate delivery of new housing.
Basingstoke North Corridor to Growth -	£3.34m – to improve two junctions on A340 close to several key development sites and Basingstoke and North Hampshire Hospital, to reduce journey times, improve safety and support viability of traffic management measures.
Runnymede Roundabout	£3.6m – to enhance the layout and add signalling to address bottleneck issues at peak times which would tackle congestion, significantly improve traffic management and accessibility for pedestrians and cyclists.

- 5.3 The business cases for all three schemes had undergone independent scrutiny through AECOM as well as being assessed by the Local Transport Body and considered by the PMG. The assessment looked at the linkages to economic growth and employment and housing delivery as well as delivery of the project.

Sustainable Transport Programme

- 5.4 Enterprise M3 had been awarded £4.3m for sustainable transport schemes to be undertaken in 2015/16 as part of the Growth Deal. This formed part of an overall £24.4m sustainable transport pot, covering the period 2015-2021. Fifteen proposals were submitted which were assessed against a common set of essential and desirable criteria. Eleven proposals, set out below, were assessed as meeting these criteria, seeking a total of £4.35m LGF:

	£000's
Whitehill & Bordon Green Grid, Green Loop	20
Bordon – Liss Link of the Shipwrights Way	220
Guildford Riverside Route – Phase 1 (A25 Woodbridge Road to A320 Woking Road)	531
Andover Accessibility Improvements	300
Pedestrian, cycling & accessibility (Basingstoke)	550
Fleet Station Access Improvements	148
Petersfield to Queen Elizabeth Country Park Cycle Route	300
Accessibility, Cycling & Walking in Winchester	55
Wi-Fi improvements and on-bus audio-visual	723
Blackwater Valley Better Connectivity	500
Egham Sustainable Transport Package	1000

- 5.5 The Transport Action Group had considered these proposals, and concluded that they represented a strong programme of schemes that would deliver real benefits to the area.
- 5.6 At the November meeting, following consideration of these proposals, the PMG recommended to the Board that approval be given for the allocation of funding to enable the three major transport schemes and the sustainable transport schemes, as listed above, to proceed to contracting.
- 5.7 The Board discussed the transport schemes and questioned how the schemes were being monitored to ensure they were on track and achieving the economic outcomes. A Programme Management Office (PMO), consisting of the Enterprise M3 project managers and Executive Director, had been established to monitor delivery of all projects included within the Growth Deal. The PMO had responsibility for monitoring the performance of projects, identifying emerging risks and issues, including those around project budgets, timescales and the achievement of project milestones and economic outcomes.
- 5.8 The Board requested that the benefits and impacts of projects were incorporated into Board papers seeking project approval in future. The Board also raised the issue that the original growth packages had been lost with individual schemes being submitted, a report on how the funded schemes fitted into the original packages would be useful. A performance dashboard was being developed, which would be used to report on the status of the programme to the Board in future. An evaluation strategy was also being developed, which would capture the economic impact of investment at growth package level.
- 5.9 The Board approved the allocation of funding to enable the Basingstoke North East Corridor to Growth, Basingstoke North Corridor to Growth and Runnymede Roundabout major transport schemes and the sustainable transport schemes to proceed as recommended by PMG.

Action to be taken	By Whom	When
Details on benefit and impacts of projects to be incorporated into future transport scheme papers	Kevin Travers	March 2015
Report on how the funded schemes fitted into the original Growth Deal packages	Tom Hinchcliffe	28 January 2015

6. Growth Deal Bid 2016/17

- 6.1 The Government had advised that there would possibly be additional Growth Deal 'top up' funding in the Chancellor's Autumn Statement on 3 December. BIS had requested details of projects that would be deliverable in 2016/17 and a list of 12 projects had been submitted. The list built on projects previously submitted which were unsuccessful in the initial tranche of funding with only one new project being added. The Board received the list of 12 projects which had been provisionally prioritised by the Programme Management Office. The PMG agreed to the list at the meeting, although they left the final priority order at the discretion of the Director of Enterprise M3.
- 6.2 The Board expressed their concern over the tight timescales that continue to be demanded, which put immense pressure on the team and partners to deliver. BIS acknowledged the timescales had been difficult and would aim to improve those in future, but indicated that it was important for Enterprise M3 to develop a pipeline of project. This work would set the foundations for the pipeline. The Board noted that a

date was being sought for a strategic workshop which would provide an opportunity to discuss the processes.

Action to be taken	By Whom	When
Date to be arranged for a strategic workshop	Rachel Barker	January 2015

7. 2017/18 – Ideas for Projects going forward

- 7.1 BIS had given notice to all LEPs of a process for provisionally identifying projects which could utilise funds in 2017/18 and 2018/19. The request from BIS was received on 17 November and provided an extremely tight timescale with provisional lists needing to be submitted by 4 December. An email had been sent out to partners requesting a small amount of information on any prospective projects in excess of £1m to put forward in an initial list. The Board was asked to delegate authority to the PMG Board Members to sign off the prioritised list to be submitted to BIS on 4 December.
- 7.2 The Board expressed concern again about the amount of work required in such a short timescale. There had also been cost implications for partners in pulling projects together when it was not even confirmed if any funding would be available. Further work would be carried out in the New Year once further information was available on how much funding was going to be provided. The strategic Board workshop would be used to look at the pipeline of projects.

8. Joint Leaders Board Update

- 8.1 The Joint Leaders Board had met on 13 November where a presentation had been received on the Growth Hub. Kathy Slack had confirmed the appointments to the Enterprise M3 Management Groups, gave some feedback from the European Management Group and there had been an update on the 2015/16 and 2016/17 Growth Deal projects. A discussion had been held on how to work jointly to identify priorities for 2017/18 onwards. The openness of the Joint Leaders Board had been discussed and it had been agreed that agenda and minutes should be published on the LEP website, if possible. Alex Williams would consider the feasibility of hosting a Leaders Board page on the Enterprise M3 website.

Action to be taken	By Whom	When
Establish whether a page for the Leaders Board could be hosted on the Enterprise M3 website	Rachel Barker/ Alex Williams	January 2015

9. Improving Online Communications

- 9.1 Laura Pelling provided an overview of the recent review of the Enterprise M3 website carried out by Carswell Gould. It was highlighted that the role of the LEP had changed significantly since the website was first set up as well as the importance of responsive and effective online communications channels. To address these issues Carswell Gould had been appointed to review the Enterprise M3 online communications activities. The review included interviews with key members of the Enterprise M3 team, two half day workshops, a review of statistical data and a content management review.
- 9.2 The findings of the review summarised that the website did not reinforce the success of Enterprise M3, it was difficult for users to find information, the design needed to be refreshed, there was no search functionality and the content management system was not fit for purpose. It was recommended that the website was updated to reflect Enterprise M3's corporate identity, the structure and navigation was improved, there was

a new advanced search engine added and mobile responsiveness was increased. In addition, it was recommended that Enterprise M3 invested in online tools to increase email marketing capabilities and a more focussed and strategic approach be taken to social media.

- 9.3 The cost of the recommended activities was estimated at £43,000 for implementation of the website developments and an estimated further £5,000 to implement the email marketing developments. A tender exercise would be carried out to select the preferred supplier for the website development.
- 9.4 The Board agreed that the website was no longer fit for purpose and needed updating. It was agreed that a budget of up to £50,000 should be allocated to cover the costs to implement the website and for emarketing developments. The Board requested an update report on the cost, selection of preferred supplier and delivery dates.

Action to be taken	By Whom	When
An update to be provided to the Board on costs, preferred supplier and delivery dates.	Alex Williams	28 January 2015

10. Growing Enterprise Fund

- 10.1 The Board received a table summarising the progress of the Growing Enterprise Fund projects that had previously been allocated funding. The key focus of the Project Team in the coming months was to finalise the agreements for Activation Aldershot and Chapel Hill, Basingstoke.
- 10.2 The Chapel Hill project had been approved by the Board in 2014 following due diligence, and discussion on the draft agreement with Sentinel was well advanced. A request had been received to forward-fund the project and Sentinel had offered four equal repayments to be paid on the anniversary of the initial drawdown if a single payment was made. Sentinel had offered £2m of land as security against the loan. The Board approved the transfer of a single up-front payment for the Chapel Hill Project.
- 10.3 A third round of the Growing Enterprise Fund had been launched on 30 September, one project had been submitted by Woking Borough Council by the closing date. Other partners had been in contact and it was expected would submit expressions of interest early in the New Year which would create a pipeline of potential projects. The proposal from Woking Borough Council was for Sheerwater Access Road – Phase 2. The full Expression of Interest was circulated to the Board. The project sought £750k of Growing Enterprise Fund to acquire the land required to deliver the Sheerwater Phase 2 project. The Board agreed that the Sheerwater Access Road Phase 2 project should proceed to due diligence.

Action to be taken	By Whom	When
The Chapel Hill project transfer be made as a single up-front payment.	Rachel Barker	January 2015
Sheerwater Access Road Phase 2 project to be passed for due diligence	Rachel Barker	December 2014

11. Enterprise M3 Governance

- 11.1 The Board received a paper which set out the proposed governance arrangements following a review of the governance procedures. The high level governance structure had already been agreed by the Board in November 2013 but some further areas still

needed to be agreed which included the role of the Local Transport Body and the development of the Action Groups.

11.2 Considerable progress had been made on reshaping the Enterprise M3 Action Groups.

- The **Rural Action Group** had been revised and had their first meeting in November, an update on the work of the Group would be provided to the Board in March 2015. James Cretney had been appointed to represent the Board on the Rural Action Group.
- The **Transport Action Group** was well established and Geoff French was currently the Board lead.
- The **Global Competitiveness through People Board** had met on several occasions and was chaired by Geoff Glover. The Board members on the group were Louise Punter and Tim Colman.
- The **Land and Property Board** met in November in shadow form with the first formal meeting scheduled for January 2015. Chris Tinker was the lead Board member.
- The **Enterprise and Innovation Board** was not yet established but it was proposed it would evolve from the Growth Hub Steering Group. It was proposed that Louise Punter and Andrew Lambert would represent the Board.
- The **Communications Group** would continue, Laura Pelling would continue to support activity and a new lead Board Member would be identified shortly.

11.3 The Board noted the update on the Action Groups and the draft terms of reference that were circulated and agreed the lead board members for the Action Groups.

Action to be taken	By Whom	When
Revised policies and procedures document to be reported to the Board	Rachel Barker	28 January 2015

12. Directors Report

12.1 The Board received and noted the Directors Report.

13. Forward Programme

13.1 The Board received and noted the Forward Programme.

14. Any Other Business

14.1 The future Enterprise M3 Board meetings would be held on

- Wednesday 28 January, 2015 – 2-5pm – The Camberley Theatre, Camberley
- Wednesday 25 March, 2015 – 2-5pm – Farnborough International, Farnborough
- Thursday 28 May, 2015 – 2-5pm – TBC
- Thursday 30 July, 2015 – 2-5pm – TBC
- Thursday 24 September, 2015 – TBC
- Thursday 26 November, 2015 – TBC
- Thursday 28 January, 2016 – TBC
- Thursday 31 March, 2016 - TBC