

Enterprise M3 Programme Management Group

16 December 2020 - 1200-1330

Zoom Video Conference

DRAFT MINUTES

Members Attending

Deborah Allen - Chair
Dave Axam
Joss Bigmore
Claire Burnett
Rob Carr
Matt Furniss
Stacey King
Rob Humby
Paul Millin
Kathy Slack

EM3 Guests Attending

Stephen Martin
Kevin Travers
Lee Danson
Geoff Wells
Justine Davie

Apologies

Mike D'Alton
David Fletcher
Lucille Thompson

1. Welcome and Introductions

- 1.1 Debbie Allen welcomed everyone to the meeting in particular Stephen Martin, Joss Bigmore and Stacey King attending their first Programme Management Group meeting.

2. Declaration of Interest

- 2.1 In addition to all interests previously declared, the following interests were noted:

Name	Interest	Declared Action
Joss Bigmore, Matt Furniss, Paul Millin and Geoff Wells	Guildford Sustainable Movement Corridor	Left the room during the decision making
Rob Humby	Future Workspace Pilot Programme	Left the room during the decision making

3. Capital Programme Update

- 3.1 The Group received an update on the progress in delivering the capital programme. Five agreements had been sealed since the last meeting, one of which was Surrey EV Charging Pilot, with seven others progressing to the final stages for signature. There was currently £6.3m to be contracted linked to six contracts which should be concluded in the next few weeks. The team was working hard to process claims and ensure as much spend was achieved as possible by 31 March 2021. The current available funding to allocate to new projects was £600k.
- 3.2 The Group was advised that Hart District Council had decided not to proceed with Fleet Town Centre Recovery Scheme. It had been hoped that an amended scheme could be delivered but this was not possible although some elements would be retained. It was proposed that approximately £25k would be provided for the reduced scheme and the remaining £123k would be returned to the LEP, the exact figure would be agreed in discussion between the LEP and Hart District Council. It was highlighted that active travel was important and relationships should be maintained with local authorities on these schemes. The Group noted that the project was no longer progressing and that the current available funding to allocate to new projects would increase to approximately £723k.

- 3.3 The Team had met with the Accountable Body to explore the options for the use of freedoms and flexibilities which Enterprise M3 had been granted by Government. There had been a clear steer from Government to use the flexibilities available in response to any delays to project delivery, particularly in relation to Covid-19, to avoid underspend by March 2021. The Team would continue to achieve as much spend as possible in the current year, but discussions had been held with Rob Carr to address any potential underspend. The Group noted the proposed approach agreed with the Accountable Body.
- 3.4 Kevin Travers provided an update on the Guildford Sustainable Movement Corridor scheme for which the Group had agreed to increase the funding allocation by £553k in May 2020. An issue had since been identified with the delivery of the Tesco roundabout signalisation element of the scheme. It was proposed that if the Tesco roundabout signalisation element (Phase 3) could not proceed the funding for this element, currently estimated to be approximately £2m, be reallocated elsewhere. Paul Millin advised that Surrey County Council were currently unable to support the Tesco roundabout in isolation without complementary improvements being delivered at Gill Avenue. Discussions were taking place with Surrey County Council and Guildford Borough Council on how the work on the Gill Avenue element could be funded and it was hoped that an agreement would be reached shortly.
- 3.5 The Group discussed the project and the options available to support the delivery of the project. The Group agreed to continue to support the delivery of Phases 1, 2a and 2b of the Sustainable Movement Corridor in the same proportion as the LEP funding allocated to the full package. It was agreed that an update would need to be brought to the meeting on 14 January to advise whether the wider scheme was able to go ahead and when that was likely to happen so the Group could make a final decision on the funding package.

Action to be taken	By Whom	When
Provide a verbal report to the 14 January Group meeting to confirm if the wider scheme would be progressed and when it was likely to be delivered	Kevin Travers	14 January 2021

4. Future Workspace Pilot Programme

- 4.1 The Group received a report setting out the funding proposal for the Future Workspace Pilot Programme. At the meeting in November the Group agreed to a provisional Local Growth Fund allocation of £500k to a Future Workspace Pilot Programme. Scheme promoters had been invited to submit an expression of interest and four potential proposals had been identified totalling £1.053m with a likely split estimated to be £275k grant and £778k loan. The Group was asked to consider in principle a further provisional allocation of £553k to the Future Workspace Pilot Programme to enable each of the proposals to progress. There were some issues to be resolved which should be clarified in the next few weeks in order to confirm whether the projects could be delivered as proposed.
- 4.2 Following the circulation of the meeting papers Winchester City Council had confirmed they were no longer able to commit to the Winchester Workspace project. As a result, the additional funding required to progress the remaining three schemes was up to £753k, depending which options were pursued, therefore the additional provisional allocation required was reduced to £235k. One of the schemes was under £250k therefore was able to be approved under the Chief Executive's delegated authority. A further scheme was above this level and would be reported to a future meeting of the Group for approval of funding. The final scheme had two options, one seeking funding in excess of £250k and the other below. Once the expressions of interest had been assessed a view would be taken on which option the LEP wished to consider supporting and approval would then be sought as appropriate.
- 4.3 The Group discussed the Future Workspace Pilot Programme and agreed it was a positive step to bring redundant properties back into use in town centres and enable the provision of affordable workspaces for small business use. It was requested that there was some research carried out to ensure that the provision of the workspaces was not distorting the commercial market and that

the LEP was just intervening to enable non-commercial projects to happen. It was confirmed that this would need to be part of the State Aid Statement produced by the scheme promoters and that some research on the impact of any supported scheme would also consider this.

- 4.4 The Group approved the provisional allocation of up to £235k additional funding for the Future Workspace Pilot Programme and the £300k loan for the Simple Working project. The Group noted that the Chief Executive would consider the allocation of the funding for the Login Business Café of £50k grant and £150k loan. The Chantry House project would be progressed as appropriate once a preferred option had been agreed.

Action to be taken	By Whom	When
Report back to the Group for funding approval for Chantry House project (if appropriate) when the full details for the projects had been provided	Kevin Travers	14 January 2021

5. **Any Other Business**

- 5.1 The future Programme Management Group meetings would be held as follows:

- Thursday 14 January 2021 – 10am-1pm
- Thursday 11 March 2021 – 10am-1pm
- Thursday 13 May 2021 – 10am-1pm
- Thursday 15 July 2021 – 10am-1pm
- Thursday 16 September 2021 – 10am-1pm
- Thursday 11 November 2021 – 10am-1pm
- Thursday 13 January 2022 – 10am-1pm
- Thursday 17 March 2022 – 10am-1pm