

---

**Minutes of the meeting of the SELEP Accountability Board, held in High House Production Park Vellacott Close, Purfleet, Essex, RM19 1RJ on Friday, 07 June 2019**

**Present:**

Geoff Miles	Chair
Cllr Tony Ball	Essex County Council
Cllr Paul Carter	Kent County Council
Cllr Alan Jarrett	Medway Council
Cllr Rupert Simmons	East Sussex County Council
Cllr Mark Coxshall	Thurrock Council
Cllr Ron Woodley	Southend Borough Council
Graham Razy	Further Education/Skills representative
Lucy Druesne	Higher Education representative.

**ALSO PRESENT      Having signed the attendance book**

Marwa Al Qadi	East Sussex County Council
Suzanne Bennett	SELEP
Adam Bryan	SELEP
Lee Burchill	Kent County Council
Edmund Cassidy	Steer
Kerry Clarke	Kent County Council
Kim Cole	Essex County Council (Legal representative for the Accountable Body)
Emma Cooney	Southend Borough Council
Helen Dyer	SELEP
Sunny EE	Medway Council
David Hughes	Kent County Council
Jessica Jagpal	Medway Council
Joel John	Essex County Council
Dean Kilpatrick	Local Democracy Reporter
Ian Lewis	Opportunity South Essex
Iain McNab	BEIS/Cities and Local Growth Unit
Stephanie Mitchener	Essex County Council (as delegated S151 Officer for the Accountable Body)
Rhiannon Mort	SELEP

---

Lorna Norris	Essex County Council
Andrew Osborne	Ashford Borough Council
Andy Rayfield	MAXIM
Paul Rogers	Thurrock Council
John Shaw	Sea Change Sussex
Lisa Siggins	Essex County Council
Stephen Taylor	Thurrock Council
Amy Wharton	SELEP

## **1 Welcome and Apologies for Absence**

It was confirmed that Councillor Ron Woodley was the new representative for Southend Borough Council.

The following apologies were received:

- Councillor Kevin Bentley (substituted by Councillor Tony Ball)
- Councillor Keith Glazier (substituted by Councillor Rupert Simmons)
- Councillor Rob Gledhill (substituted by Councillor Mark Coxshall)
- Councillor Rodney Chambers (substituted by Councillor Alan Jarrett)

## **2 Minutes**

The minutes of the meeting held on Friday 12th April were agreed as an accurate record and signed by the Chair.

## **3 Declarations of Interest**

As a private businessman, Geoff Miles declared a disclosable pecuniary interest in respect of agenda item 16 (Growing Places Fund Update).

He advised of his intention to step out of the room whilst agenda item 16 was discussed and it was confirmed that Lucy Druesne would chair this item.

Councillor Rupert Simmons declared a code interest in respect of agenda item 20 (Bexhill Enterprise Park North LGF funding decision) as he is a Director of Sea Change, the company who will manage the delivery of the project. In light of this non-pecuniary code interest, Cllr Simmons remained in the room during agenda item 20 but did not participate in the discussion or vote on this agenda item.

Graham Razey declared a code interest in respect of agenda items 6 (Digital Technology Campus, Basildon LGF funding decision) and 8 (Skills and Business Support for Rural Businesses, Plumpton College LGF funding decision) as he is the national leader of further education assigned to support South Essex College and Plumpton College.

**4 Questions from the Public**

There were none.

**5 Vote on Vice-Chair**

The Board were advised that there is a requirement for them to agree a new Vice-Chair, as Angela O'Donoghue is no longer a member of the Accountability Board

The Chair stated that the Vice-Chair must be either the further education or further education representative. As such, the Chair proposed Lucy Druesne, as the Higher Education representative on the Accountability Board. The Board voted in favour.

**6 Digital Technology Campus, Basildon LGF funding decision**

The Accountability Board (the Board) received a report from Rhiannon Mort SELEP Capital Programme Manager, and a presentation from Steer, the purpose of which was for the Board to consider the award of £2.15m LGF to the delivery of the Digital Technology Campus, Basildon, Essex (the Project). This project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

**Resolved:**

**To Agree** the award of £2.15m LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this.

**7 Groundworks and Scaffolding Training Centre LGF funding decision**

The Board received a report from Rhiannon Mort, and a presentation from Steer, the purpose of which was for the Board to consider the award of £100,000 LGF to support the delivery of the Groundworks and Scaffolding Training Centre (the Project) at Colchester Institute (the College), Essex. This project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

**Resolved:**

**To Agree** the award of £100,000 LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this.

**8 Skills and Business Support for Rural Businesses, Plumpton College LGF funding decision**

The Board received a report from Helen Dyer, Capital Programme Officer, and a presentation from Steer, the purpose of which was for the Board to consider the award of £2.918m LGF to support the delivery of the Skills and Business Support for Rural Businesses project (the Project). This Project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

**Resolved:**

**To Agree** the award of £2.918m LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this.

**9 Flightpath Phase 2 LGF Funding Decision**

The Board received a report from Helen Dyer, Capital Programme Officer, and a presentation from Steer, the purpose of which was for the Board to consider the award of £1.422m LGF to support the delivery of the Flightpath Phase 2 project (the Project) at Woodside Industrial Estate, Thornwood, Essex. This project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

In response to a Member's question in respect of need for public sector intervention in the project, Edmund Cassidy (Steer), confirmed that the relevant evidence had been examined and that Steer were satisfied in this regard.

**Resolved:**

**To Agree** the award of £1.422m LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this.

**10 Sidney Little Road Business Incubator Hub LGF funding decision**

The Board received a report from Helen Dyer, Capital Programme Officer, and a presentation from Steer, the purpose of which was for the Board to consider the award of £500,000 LGF to support the delivery of the Sidney Little Road Business Incubator Hub, Hastings, East Sussex (the Project). This project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

**Resolved:**

**To Agree** the award of £500,000 LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money (estimated) with low to medium certainty of achieving this.

**11 A131 Braintree to Sudbury project update**

The Board received a report from Helen Dyer, Capital Programme Officer, the purpose of which was to give the Board an update on the A131 Braintree to Sudbury Project (the Project).

Councillor Ball requested support for Option 2 in the report, to allow further time for liaison with Braintree District Council and Highways England.

---

A discussion followed regarding the implications of a delay with the Board keen to ensure that a final decision be made at the September Board meeting. It was subsequently agreed to amend the recommendation which is reflected below:

**Resolved:**

1.1. **To Agree** that the Project is put on hold but the LGF remains allocated to the Project, subject to a change request and revised business case being brought forward to the September Board meeting to confirm that the revised project scope still offers value for money, to clarify the impact on the project outcomes of not delivering the other interventions and to confirm that there is a full funding package in place. If this project is unable to meet the September deadline, the LGF will be automatically reallocated through the LGF3b process.

1.2. **To Note** the requirement for a project update report to be received by the Board at least every six months, to monitor the Project risk. These separate update reports will continue until the point that the Board is satisfied that the Project risks have been sufficiently mitigated.

**12 A127 Network Resilience Package Update**

The Accountability Board (the Board) received a report from Helen Dyer, the purpose of which was for the Board to consider the Change Request which has been submitted by Essex County Council (ECC) for the A127 Network Resilience project (the Project).

In response to a member question Rhiannon Mort advised that this was the first time such a situation had been encountered, where the funding has been spent in full but project has not been delivered as set out in the business case and the board has been asked to give consideration to the recovery to LGF spend to date.

A discussion followed, and whilst the Board were keen to show support to the situation in question, they were keen to stress that this should not set a precedent. It was subsequently agreed to amend the recommendation which is reflected below:

**Resolved:**

1.1 **To Agree** the change of the total cost and scope of the Project, as detailed in the report.

1.2 **Note** that the decision to agree the change to project scope was made on an exception basis. Should other projects be in a similar position in future, the Board will consider such projects on a case by case basis.

**13 Medway City Estate Project Update**

The Board received a report from Rhiannon Mort and and Jessica Jagpal Medway Council LGF Programme Co-ordinator, the purpose of which was to

provide the Board with an update on the delivery of the Medway City Estate (MCE) connectivity improvements measures project (the Project).

Councillor Jarrett encouraged the Board to support option 2.1.1 in the report and stressed the importance of Medway City Estate to the local area. He confirmed that a revised business case should be available in a month's time.

The Board proceeded to discuss the change of scope and expressed concerns in this regard. They did however feel that there was the need for support and flexibility in this instance. It was subsequently agreed to amend the recommendation which is reflected below:

**Resolved:**

**To Agree** that a Business Case must be brought forward to the September Board meeting for the revised scope of the Phase 2 Project, otherwise the LGF will automatically be reallocated as part of the LGF 3b process

**14 Capital Programme Management of the Local Growth Fund**

The Board received a report from Rhiannon Mort, the purpose of which was for the Board to consider the latest position of the Local Growth Fund (LGF) Capital Programme, as part of SELEP's Growth Deal with Government.

**Resolved:**

1. **To Note** the updated LGF spend forecast for 2019/20, as set out in section 2 of the report.
2. **To Note** deliverability and risk assessment, as set out in section 5 of the report.
3. **To Note** the changes to 2018/19 LGF spend forecast, as set out in Appendix 2. The financial end of year position will be reported to the Board in September 2019.
4. **To Agree** the changes to 2019/20 LGF spend forecast, as set out in Appendix 2.
5. **To Agree** the removal of the Sturry Integrated Transport Project from the Growth Deal programme and the reallocation of the £300,000 LGF provisional allocation to the project through the LGF3b process, as detailed in section 7 of the report.
6. **To Agree** that the £83,825 LGF spend to date in the Sturry Integrated Transport Package must be returned to SELEP and the abortive revenue costs met locally. **(NB Councillor Carter abstained from voting on this item)**

7. **To Agree** the removal of the East Peckham Project from the Growth Deal programme and the reallocation of the £2.287m LGF provisional allocation to the project through the LGF3b process, as detailed in section 8 of the report. **(NB Councillor Carter abstained from voting on this item)**

8. **To Agree** spend of £4.662m LGF on the A127 Fairglen Junction Improvements in 2019/20, as detailed in section 4 of the report.

9. **To Note** the request from the DfT for Essex County Council to re-profile their LGF funding allocation on the A127 Fairglen Junction Improvements project to ensure that the funding can be spent within the Growth Deal Period; This includes swapping out up to £3.556m LGF for historic spend as set out in section 4 of the report.

## 15 **A13 Widening Update**

The Board received a report from Paul Rogers Programme Manager Major Schemes, Thurrock Council, the purpose of which was to provide the Board with an update on the A13 widening project (the Project).

**Resolved:**

**To Note** the update set out within the report on the A13 widening Project.

## 16 **Growing Places Fund update**

Geoff Miles left the room due to his previously made declaration of interest. This item was chaired by Lucy Druesne as the Vice Chair.

The Board received a report from Helen Dyer, SELEP Capital Programme Officer, the purpose of which was to update the Board on the latest position of the Growing Places Fund (GPF) Capital Programme.

**Resolved:**

1. **To Note** the updated position on the GPF programme;
2. **To Approve** the £250,000 reduction in GPF allocation to the Fitted Rigging House Project and the associated amended repayment schedule;
3. **To Note** the amended draw down schedule for the Innovation Park Medway (southern site enabling works) Project;
4. **To Note** the update on the Discovery Park Project.

## 17 **SELEP Operations Update**

The Board received a report from Suzanne Bennett Chief Operating Officer, the purpose of which was for the Board to be updated on the operational activities within the Secretariat to support both this Board and the Strategic Board. The report included a financial update on the revenue budget by the Accountable Body and updates on items of governance.

Graham Razey stated that he felt that 28 highlighted risks was somewhat high and that it would be better to just highlight those of concern.

**Resolved:**

1. **To Approve** the final provisional outturn for the South East LEP revenue budgets for 2018/19 in Table 1 of the report;
2. **To Approve** the contribution of £236,000 to General Reserves in Table 1 of the report;
3. **To Approve** the recommended increase in the minimum level of reserves to £165,000, held to meet the costs of closure should SELEP cease to function;
4. **To Approve** the 2019/20 revenue budgets for the specific grants summarised in Table 4 of the report (detail can be seen in Appendix B), noting that any material change will be reported to the Board at the first opportunity;
5. **To Note** the current forecast underspend of £178,000 against total revenue budget for 2019/20, and that this is offset by an equivalent reduction in the planned drawdown in reserves;
6. **To Note** the risk register at Appendix C;
7. **To Note** the Action Plan at Appendix D agreed with Government to address the findings of the Annual Performance Review;
8. **To Note** the update on the LEP Review and Assurance Framework; and
9. **To Note** the update on the recent compliance checks performed by the Cities and Local Growth Unit.

**18 Chart Road Project Update**

The Board received a report (Appendices 1-6 were considered under Exempt items) from Rhiannon Mort, the purpose of which was for the Board to receive an update on the delivery of the A28 Chart Road project (the Project), Ashford, Kent and to consider whether the Project should remain within the LGF programme.

Councillor Carter requested a three-week extension before a final decision is made. The Board discussed this and the potential losses for Kent County Council. It was subsequently agreed to amend the recommendation which is reflected below:

**Resolved:**

1. **To Agree** that the Project is put on hold;
2. **To Agree** that there is compelling justification for SELEP not to recover the £2.829m LGF spent on the Project to date, subject to Kent County Council



accounting for the spend to date as a capital cost.

3. **To Agree** that unless Kent County Council are able to provide written confirmation that the local funding is in place by the 27<sup>th</sup> June 2019, the £7.371m unspent LGF is reallocated through the LGF3b pipeline development process but the Project is considered for future funding opportunities should such funding opportunities become available.

#### 19 **Sturry Link Road Update**

The Board received a report (Appendix 1 was considered under Exempt items) from Rhiannon Mort, the purpose of which was for the Board to receive an update on the delivery of the A28 Sturry Link Road project (the Project), Canterbury, Kent.

##### **Resolved:**

1. **To Agree** that the Project is put on hold but the LGF remains allocated to the Project until KCC can provide assurance that the local funding package is in place to progress with the delivery of the Project

2. **To Agree** the requirement for a project update report to be received by the Board in September 2019 and at least every six months following this, to monitor the Project risk, unless the project is cancelled. These separate update reports will continue until the point that the Board is satisfied that the Project risks, detailed in section 5 of this report, have been sufficiently mitigated.

#### 20 **Bexhill Enterprise Park North LGF funding decision**

The Board received a report (Appendix 1 was considered under Exempt items) from Helen Dyer, SELEP Capital Programme Officer and a presentation from Steer, the purpose of which was for the Board to consider the award of £1.94m LGF to the delivery of Bexhill Enterprise Park North, East Sussex (the Project). This Project has been identified by the Investment Panel as a priority through the LGF3b pipeline development process.

##### **Resolved:**

1. **To Agree** the award of £1.94m LGF to support the delivery of the Project identified in the Business Case and which has been assessed as presenting high value for money with medium to high certainty of achieving this.

2. **To Note** that in order to realise all the benefits set out in the Project Business Case all phases of the Project need to be delivered.

Following his declaration of interest in this item, Councillor Simmons did not vote on this agenda item.

**21 Date of Next Meeting**

The Board noted that the next meeting will take place on Friday 13th September 2019 at High House Production Park.

The Chairman gave his thanks to Kim Cole who is leaving Essex County Council and wished her good luck for the future.

There being no urgent business the meeting closed at 12.25 pm

**22 Exclusion of the Public**

That the press and public be excluded from the meeting during consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information as specified in paragraph 3 of Schedule 12A of the Local Government Act 1972.

**23 A28 Chart Road Update Confidential Appendix 1**

The Board considered A28 Chart Road Confidential Appendix 1.

**24 A128 Chart Road Confidential Appendix 2**

The Board considered A28 Chart Road Confidential Appendix 2.

**25 A128 Chart Road Confidential Appendix 3**

The Board considered A28 Chart Road Confidential Appendix 3.

**26 A128 Chart Road Confidential Appendix 4**

The Board considered A28 Chart Road Confidential Appendix 4.

**27 A128 Chart Road Confidential Appendix 5**

The Board considered A28 Chart Road Confidential Appendix 5.

**28 A128 Chart Road Confidential Appendix 6**

The Board considered A28 Chart Road Confidential Appendix 6.

**29 A28 Sturry Link Road Confidential Appendix 1**

The Board considered A28 Sturry Link Road Confidential Appendix 1.

**30 Bexhill Enterprise North Park LGF funding decision CONFIDENTIAL APPENDIX 2**

The Board considered Bexhill Enterprise North Park LGF funding decision Confidential Appendix 2.

**Chairman**