



Attendees

AC	Ana Christie	Sussex Chamber of Commerce	KF	Cllr Kim Forward	Hastings BC
AE	Alan Elder	EBS Consulting	KG	Cllr Keith Glazier	East Sussex CC
BS	Cllr Bob Standley	Wealden DC	MA	Marwa Al-Qadi	East Sussex CC
CB	Cllr Christine Bayliss	Rother DC	ME	Martin Ellis	Recruitment South East
CE	Christina Ewbank	ACES	MS	Martin Searle	FSB
CS	Clive Soper	FSB	PJ	Philip Johnson	Locate East Sussex
DE	Dave Evans	East Sussex CC	PSm	Penny Shimmin	Sussex CDA
DSp	David Sheppard	D-RisQ Ltd	PSp	Peter Sharp	Lewes DC / Eastbourne BC
DSy	Dan Shelley	East Sussex College Group	RD	Richard Dawson	East Sussex CC
DT	Cllr David Tutt	Eastbourne BC	RM	Rhiannon Mort	South East LEP
GM	Guy McQueen	Lewes DC / Eastbourne BC	SBi	Steve Bishop	Steer (SELEP ITE)
GP	Graham Peters (CHAIR)	ES Rural Partnership	SD	Stewart Drew	De La Warr Pavilion
HD	Helen Dyer	South East LEP	SH	Simon Hubbard	Hastings BC
IG	Isabel Garden	Wealden DC	SS	Sally Staples	East Sussex CC
JH	James Harris	East Sussex CC	TL	Tony Leonard	Rother DC

Apologies

IF	Ian Fitzpatrick	Lewes DC / Eastbourne BC	RS	Cllr Rupert Simmons	East Sussex CC
LR	Lisa Rawlinson	Lewes DC / Eastbourne BC	SBx	Sue Baxter	University of Sussex
PC	Cllr Peter Chowney	Hastings BC	ZN	Cllr Zoe Nicholson	Lewes DC

All of the papers and any presentations delivered at the meeting can be viewed on the following page of the ESCC website: www.eastsussex.gov.uk/business/eastsussex/selep/tesminutes/tes191202

1. Welcome & introductions

- 1.1. **GP** welcomed the attendees and delivered the apologies. **GP** asked the group for any specific conflicts of interest with today's agenda items and for any additional interests not already held on record; no additional interests were declared.

2. Review of previous minutes (4 Nov 2019)

- 2.1. **GP** noted that there were no actions from the previous TES meeting. The minutes were approved by the group as an accurate record of the meeting.

3. Culture East Sussex

- 3.1. **SS** provided an update on the work of the Culture East Sussex (CES) group over the past year, noting the importance of the cultural sector and the visitor economy in East Sussex, and the UK's creative industries as a whole. Some of CES's recent achievements include the expanded marketing of Sussex Modern to include co-promotion with Sussex Wineries, £1m attracted for 'Inn Crowd' taking live tours to local pubs, the promotion of the area around Gatwick through 'Gateway Gatwick' and some excellent vinyl images at the airport highlighting East Sussex as a destination, plus many more. **SS** also played a video on England's Creative Coast, available to view at www.englandscreativecoast.com.
- 3.2. CES has a number of work packages that it aims to develop over the next ten years. To help facilitate this it intends developing a Cultural Investment Framework (CIF) and seek support for strategic investment in cultural assets (including financial investment, sympathetic planning policy and cooperation across disciplines). In considering this it has also become clear that CES will require a more formal governance structure to ensure it has a more accountable decision-making process.
- 3.3. TES discussed the value of the sector to East Sussex and **endorsed** the approach that CES is taking in formalising its governance model and developing a Cultural Investment Framework.

4. Growing Places Fund (GPF) Round 3

- 4.1. **AE** updated the group on the latest round of Growing Places Fund (GPF), the open call for which closed on 1 Nov 2019. EBS Consulting was appointed by the County Council to assist with the local Stage 1 sifting and assessment of the 8 Expressions of Interest (EOIs) received in East Sussex. They developed

a transparent, weighted scoring system that allowed for a consistent assessment across the differing EOIs, with a particular focus on our local strategic priorities. Scheme promoters were asked to provide additional points of clarification where necessary, and the SELEP ITE also conducted its own parallel assessment.

- 4.2. The resulting ranked list divides the EOIs into High, Medium and Low priority bands. It is recommended that the High/Medium projects progress to Stage 2 and submit a Strategic Outline Business Case (SOBC) while the Low ranked projects go no further.
- 4.3. TES expressed some disappointment at the positioning of the Low ranked schemes, but **AE** clarified the measures used in the assessment and the overall requirements for schemes to be a good fit with the GPF programme criteria. **JH** added that only the strongest projects can go forward as GPF is loan funding and ultimately it will all need to be paid back, and at the next stage the figures given in the SOBC will be scrutinised in detail.
- 4.4. **GP** noted that the current ranking of the High/Medium projects may yet change as the list is based on the EOIs and we can expect a lot more detailed information in the SOBCs.
- 4.5. **GP** asked TES members if they were happy to endorse the recommendations that the High/Medium ranked projects proceed to Stage 2 while the Low ranked projects go no further; TES members **endorsed** the recommendations.
- 4.6. SOBCs will need to be submitted by 24 Jan 2020 for assessment by the SELEP ITE. Their technical assessment report will be presented to the SELEP Strategic Board on 20 Mar 2020, and then the SELEP Investment Panel will meet in Apr 2020 to decide upon final scheme prioritisation.

5. LEP Review

- 5.1. **DE** provided a brief update on the progress of the Board Composition and Legal Personality working groups, noting that the work is nearing completion with only a few more approvals required before SELEP can become incorporated at Companies House to become a Company Limited by Guarantee. The next steps for TES involve selecting which members will sit on the new SELEP Board as Company Directors of SELEP Ltd. We know that our single public-sector representative will be **KG** as the Leader of the County Council, but we still need to choose our 3 private-sector representatives.
- 5.2. **GP** asked if the group is happy for the 3 existing Strategic Board members – **AC**, **CS** and **GP** – to continue as TES representatives on the new Board. **AC** advised that she'll need to see more information on the liabilities of Company Directors and the insurances taken out by SELEP before fully committing to the role, and **RM** confirmed that the required information will be circulated in the coming weeks.

[Action: RM to ensure the required information on SELEP Ltd liabilities and insurances is provided to RD and DE as soon as possible, to be passed onto AC, CS and GP]

- 5.3. Subject to the proposed members agreeing themselves and obtaining the approvals of their respective organisations (where necessary), TES members **agreed** that **AC**, **CS** and **GP** will be put forward as the 3 TES business members on the new SELEP Board.

[Action: AC, CS and GP to obtain the necessary approvals of their respective organisations to become Company Directors of SELEP Ltd, and advise RD and DE as appropriate]

- 5.4. **DE** added that TES will need to make some amendments to its Terms of Reference in the coming months, and while many of these changes are still to be determined, **DE** highlighted four specific points that can be agreed now: (i) resetting the clock on TES business membership to coincide with SELEP membership; (ii) allowing business-member tenures to be extended in line with SELEP tenures; (iii) increasing TES's maximum membership allowance in line with the other federated boards; and (iv) recruiting to the currently-vacant business member position without further delay. TES members **agreed** to each of these points.

[Action: DE to update the TES Terms of Reference during Jan & Feb 2020 and start the recruitment process for the vacant TES business-member position]

6. Local Industrial Strategy (LIS)

- 6.1. **RD** ran through the slides due to be presented to this week's SELEP Strategic Board meeting, providing up-to-date information on the proposed draft content of the LIS document. The slides covered the

emerging propositions, the strategic opportunities and policy themes, the logic chains behind the proposed interventions and the potential local commitments/activities and asks of government.

6.2. There are four policy themes which broadly reflect the five foundations of productivity and which have been tested and refined through engagement sessions and workshops – Inclusive & Sustainable Communities, Connected Places, Productive Businesses and Clean & Resilient Growth. These policy themes underpin the distinctive strengths and opportunities in the SELEP region, described in three strategic objectives – UK’s Global Gateway, Communities for the Future and Coastal Catalyst.

6.3. The group discussed the above in more detail and made the following comments:

- Skills and Inclusive Growth may appear to have been overlooked as specific policy themes or strategic opportunities, but they’ve not been omitted. In fact they’re so important they’ll actually be weaved through the whole LIS document – this needs to be stated prominently upfront in the LIS Strategy.
- The Coastal Communities group has already highlighted a number of areas for inclusion (such as housing investment in coastal communities, transport connectivity of coastal regions, investment in Place, retrofitting homes, addressing social mobility issues etc.) so now that Coastal Catalyst is one of the three strategic opportunities, we’d definitely expect to see these threaded through the draft document when it’s produced.
- It currently looks as though Garden Cities will feature heavily in the final draft, but we need to ensure this doesn’t preclude activity in East Sussex where we have a different environment/approach; i.e. we need to ensure our towns and communities still get investment without becoming a Garden City. Perhaps it’s just a case of amending the narrative so that less emphasis is placed on Garden Cities and more on the significance and amount of housing planned and deliverable in the south east, with the challenges and opportunities that this brings.
- There’s a danger that the three strategic opportunities will become hooks around which everything is hung, possibly at the exclusion of other things that don’t so obviously fit. This will come down to the language and tone being used in the document.
- Contrary to the above, we do still need some explicit hooks, particularly around Social Enterprise (which currently has no mention in the strategic opportunities or the proposed activities).
- The potential activities are mostly generic things that we’d want to do anyway. We should be far more punchy and attention grabbing – more distinctiveness about our region, more hard-hitting phrases, more ambitious language. Some of the other published Strategies manage to convey a definite sense of urgency (particularly the northern ones), and in the future we’ll be competing with those areas for funding.
- Environment and renewables are hugely important to the national agenda at present, so really need to be pushed more strongly in our LIS (currently covered under Coastal Catalyst and should be in the Grand Challenge response).
- Some of the proposed actions may seem a little contradictory (e.g. pushing 5G/Broadband alongside road infrastructure) so perhaps they could be prioritised or shown to be requiring more emphasis early on in the Strategy.

6.4. **RM** commented that the current information being presented is the latest thinking to highlight the direction of travel, and that work will continue to refine the opportunities, commitments and asks. All feedback will be incorporated into the drafting of the LIS document, which is to be presented to the SELEP Strategic Board on 31 Jan 2020. **RD** added that TES will get the opportunity to comment further from mid-Jan when the draft Strategy is circulated, and specifically at the TES meeting on 27 Jan 2020.

7. TES Communications Strategy

7.1. **GP** informed the group that a social media training session took place immediately prior to today’s TES meeting, led by **ME**. We’ll have a fuller Comms discussion at next month’s TES Workshop as it’s understood that SELEP is planning to present its own SELEP Comms Strategy at the next Strategic Board meeting on 31 Jan 2020. The SELEP Comms Strategy is expected to be circulated before Christmas for TES members to review and comment upon early in the New Year.

8. SELEP Strategic Board meeting (6 Dec 2019)

- 8.1. **RM** highlighted some of the Strategic Board agenda items not already covered above, including a proposed approach to succession planning; the Sector Support Fund application from Newhaven Enterprise Zone (endorsed by TES on 30 Sep 2019); a capital programme update featuring a slight amendment to the A13 Widening LGF project and a revised repayment schedule for the North Queensway GPF project; the new Social Enterprise Prospectus for endorsement; a consultation response for Transport for the South East; and ERDF legacy funding for possible Growth Hub investment. **DE** advised that he'll produce his usual short briefing for those TES members attending the meeting.
- 8.2. **GP** noted that we're short of two public-sector representatives for this meeting, so asked local authority colleagues to please look for substitutes and advise **DE** as soon as possible.

[Action: TES public-sector members to seek two substitutes for the SELEP Strategic Board meeting on 6 Dec 2019 and advise DE]

9. Additional updates & stakeholder reports (for info)

- 9.1. **RD** highlighted a new call from DEFRA for the latest round of its EAFRD Growth Programme, with a £35m national pot offering grants for business development, food processing and rural tourism. Visit www.southeastlep.com/opportunities/rdpe-growth-programme for more information. The closing date for EOIs is 16 Feb 2020.
- 9.2. **DSy** made a general observation on the amount of time it takes for ESF project applications to get approval. **RM** agreed to raise this with Louise Aitken at SELEP.

[Action: RM to raise the matter of 'lengthy EU project approvals' with Louise Aitken at SELEP to see if the Skills Advisory Panel can have any influence or whether SELEP could write in support of individual EU projects in its area]

10. TES round table / AOB

- 10.1. **PSp** advised that the Big Futures Show will return for its fifth year on 28 Apr 2020 at the Eastbourne Sports Park. More information at www.bigfuturesshow.org.uk.
- 10.2. **MS** advised that the FSB has published its non-partisan 'Back to Business' manifesto ahead of the upcoming general election. More information at www.fsb.org.uk/general-election-hub.
- 10.3. **CS** recalled that TES has previously discussed visiting Newhaven Enterprise Zone, and asked whether this is something to be actioned in the coming months. **GP** and **PSp** agreed that we should hold a future TES meeting at the Enterprise Zone.

[Action: PSp to liaise with DE on holding a TES meeting at Newhaven Enterprise Zone during the early part of 2020]

Summary of actions:

- 5.2 **RM** to ensure the required information on SELEP Ltd liabilities and insurances is provided to **RD** and **DE** as soon as possible, to be passed onto **AC**, **CS** and **GP**.
- 5.3 **AC**, **CS** and **GP** to obtain the necessary approvals of their respective organisations to become Company Directors of SELEP Ltd, and advise **RD** and **DE** as appropriate.
- 5.4 **DE** to update the TES Terms of Reference during Jan & Feb 2020 and start the recruitment process for the vacant TES business-member position.
- 8.2 TES public-sector members to seek two substitutes for the SELEP Strategic Board meeting on 6 Dec 2019 and advise **DE**.
- 9.2 **RM** to raise the matter of 'lengthy EU project approvals' with *Louise Aitken* at SELEP to see if the Skills Advisory Panel can have any influence or whether SELEP could write in support of individual EU projects in its area.
- 10.3 **PSp** to liaise with **DE** on holding a TES meeting at Newhaven Enterprise Zone during the early part of 2020.