

Meeting title	GFirst LEP Board
Date/time/venue	15/09/2020 – 8:30am to 10.00am Via Zoom
Attendees	<p><u>Members</u>: Diane Savory (DS) <i>Chair</i>, Adam Starkey (AS), Ruth Dooley (RD), Emma Hanby (EH), Jim Grant (JG), Mark Hawthorne (MH), Steve Jordan (SJ), Rob Loveday (RL), Russell Marchant (RM), Ian Mean (IM), Deborah Potts (DP), Jenny Raymond (JR), Neill Ricketts (NR), Mike Warner (MW) & Lorrin White (LW)</p> <p><u>In attendance</u>: David Owen (DO), Barry Bodin-Jones (BBJ), Karen Campbell (KC), Dev Chakraborty (DC), Sarah Danson (SD), (PF), Karen Leigh (KL), Emily Manser (EM), Steve Mawson (SM), Sarah Scott (SS), Lynn Stacey (minutes) & Rupert Waters (RW)</p>
Apologies	Carl Creswell, Doina Cornell, Pete Carr, Patrick Forde & Mally Findlater

No.	Item	By	Who
1)	<p>Welcome & introduction</p> <p>DS explained that we will no longer be holding monthly Board Meetings and will be back to normal schedule, with the next one in December.</p> <p>DS welcomed Emily Manser, who is Karen Leigh's deputy, who was attending the meeting to learn more about GFirst LEP.</p>		
2)	<p>Verbal update on Covid-19 pandemic from Sarah Scott, Director of Public Health, Gloucestershire County Council</p> <p>SS gave a presentation on the current situation on Covid-19 pandemic. This covered where we are now, what we have done to date and what we can do to help mitigate the impact of a second wave.</p> <p>A discussion took place, which covered the following issues / areas:</p> <ul style="list-style-type: none"> • <u>Testing</u> is currently an issue due to lack of testing capacity but SS reported this should be resolved by the end of next month. • <u>Using testing appropriately</u> – more people are demanding tests, so it's crucial we get the right people going for the test. • <u>Education sector</u> – both RM and JG are concerned about students losing confidence in the capacity of the testing, but stated they are working closely with local Public Health. • <u>New legal duties to close/lockdown venues, events & public spaces</u> – this measure has not been used and ensuring social distancing in these sectors is key. We need to ensure businesses act responsibly. • <u>Communication</u> – we need to work together to ensure businesses are following the correct procedures. Webinars were suggested. 		

- The use of shipping containers and the timeframe for seeking alternative building methods.
- An understanding of the timeframe related to obtaining planning consent.
- Concerns over the high costs the project is presenting.
- The timeframes associated with the project obtaining full ERDF Funding Approval.

The LEP Board should consider these elements and that Hartpury need to provide justifications and evidence to satisfy these aspects and be given a tight deadline for these matters to be resolved.

BBJ went through the Board Paper on this scheme. The Board was supportive of this scheme, but raised the following points:

- Shipping containers – there was a concern on the cost of these but DO stated the cost is based on the equipment and insulation materials to meet the environmental standards. MW also highlighted the opportunity that these containers and the site could be used to generate green energy through the use of PV Panels and wind sources.
- Reputation – Hartpury has given assurance on all the risks.
- Job outputs – the Due Diligence report did challenge the number of jobs created with this scheme (87) and this will be reviewed on a quarterly basis. This will be done with BBJ and MF using the Project Achievement Register (PAR) as a basis for monitoring as well as the BEIS formal reporting mechanisms. BBJ discussed that at worst case scenario if, this number of jobs is not reached, then we could enforce a clawback of a proportion of the funding.
- Important lessons It was discussed that the Minster Innovation Project has now switched from shipping containers to a Modular Build scheme. A question was raised if Hartpury were in conversation with the Workshop Group. BBJ confirmed that this was the case. BBJ also reiterated that delivery speed was of the essence with the GBF projects and a question will be posed in line with the Investment Panel concern over the possibility of using Modular construction methods. BBJ also commented that with all due respect the Cheltenham Growth Hub project is hugely delayed so direct comparisons cannot be made.
- Digital sector – this could be an opportunity to link with other institutions on the Cyber sector. The LEP must ensure they do not work in a silo (Cirencester College was mentioned in particular). BBJ to take this forward to ensure that there is a broader awareness amongst the younger generation of the career opportunities in Agri-tech and the broader sector.
- ERDF Funding – It was clarified during the meeting that the pre-condition of funding is that we have assurances from Hartpury that they are willing commit to a further 3 years of revenue funding once the ERDF revenue funding ceases.

Decision (SJ abstained from the vote)

BBJ

	<p>The Board approved the funding of £1,250,000 for this project and authorised GCC as Accountable Body to prepare the formal funding agreement, noting the pre-conditions to provide:</p> <ul style="list-style-type: none"> • Provision of details of quotes/tenders for the containers and tender appraisal. • Confirmation of the amount of ERDF approved by MHCLG (capital and revenue). • Confirmation by Hartpury for the underwriting of revenue costs for a further 3 years post ERDF funding. • Confirmation that planning consent for the revised project has been obtained. <p>In addition, noting the funding conditions, to ensure:</p> <ul style="list-style-type: none"> • GBF grant to be paid as 79.0% of eligible capital expenditure up to a maximum of £1.25m. • Potential clawback of GBF grant in the event of sale or cessation of operations within 10 years at the discretion of the LEP based on financial and output performance up to the point of cessation. • Quarterly monitoring reports on job outputs. • The project to use reasonable endeavours to obtain a BREEAM assessment for the development of at least “very good”. 		
6)	<p>AOB DO stated a special half day meeting will be arranged for the Board in November</p> <p>DO informed the Board of a visit by the Rt Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, on Friday (11 Sept) to the site of the future Construction Skills Accelerator Centre (CSAC) and to hear from the visionary team behind the innovative project. SD stated it was a very positive visit.</p>		

Future Board meeting dates for 2020:

- Board Away morning – tbc
- Tuesday 8th December 2020, 8:30am to 10.30am