



CWLEP Programme Delivery Board

Agenda Item 3

Title: Meeting Notes for 9th May 2018

Present

Jonathan Browning (JB), Nick Abell (NA), Zamurad Hussain (ZH), Martin Yardley (MY)

In attendance:

Andy Williams (AW), Barry Hastie (BH), Linda Beauchamp (BEIS), Lucy McGovern (LM), Tony Buttery (TB)

Apologies: Alicia Law (AL), Paula Deas (PD), Roger Douthwaite (RD)

#	Note	Action
1	Welcome, Introductions & Apologies	
2	Declarations of Interest None declared.	
3	Notes of Meeting 13 February 2017 The notes were approved.	
4	<p>Growth Deal Programme Report LM provided an overview of project progress.</p> <p>Duplex Investment Fund The Board discussed the information provided by the project in the paper. It was noted this is a high profile project, and the LEP should be at the forefront of any project publicity. It was confirmed that the outputs from the project would be reported to PDB as part of the usual reporting arrangements. Regarding risk, it was confirmed that the risk of applicants defaulting lies with CWRT and that there would be grant clawback provisions within the Grant Aid Agreement.</p> <p>A46 Stanks The Board discussed the delays the project has suffered and the course of action going forward.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> The PDB approved the financial re-profile for the A46 Stanks project of £0.420m from 18/19 to 19/20. </div>	

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	<p>Coton Arches</p> <p>The Board discussed the project’s re-profile request and noted that works on site have started. The Programme Management Team confirmed they were confident the project will complete in the current financial year.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • The PDB approved the financial re-profile for the Coton Arches of £0.165m from 17/18 to 18/19. </div> <p>Kenilworth Station</p> <p>LM advised the station is now in operation, with the formal launch most likely due in June 2018. The Board noted that the train operator has committed to adding a second carriage to the service in December 2018.</p> <p>Rugby Parkway</p> <p>The Board discussed the ongoing developments, with the CEO tabling a letter from WCC Joint Managing Director, Monica Fogarty.</p> <p>The project has requested £3.6m of funding from CWLEP, to be split into two parts. £1.2m to fund scheme development including the completion of GRIP studies and £2.4m for land acquisition. The Board discussed the letter and actions required to move forward with contracting.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • The PDB requested written confirmation by 31st May 2018 from the Rugby Parkway Project of outputs that would be achieved by the milestones of the letter dated 9th May 2018. • PDB agreed to continue to hold funding for the Rugby Parkway project until 31st August 2018 at which point match funding would need to be evidenced and confirmed in writing by the applicant. If funding is not confirmed by then, the PDB have recommended the £4m be returned to the central CWLEP Growth Deal Funding pot for reallocation to the Open Call. </div> <p>A452 Europa Way Corridor</p> <p>The board discussed the confirmed outputs and the nature of the project as being enabling works, contingent to the private housing developer’s project.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • The PDB requested written confirmation from the Europa Way Corridor applicant that the road infrastructure being funded by the CWLEP is a pre-requisite of the private housing developers approved planning permission and delivery of the project to enable the CWLEP to evidence the associated outputs. </div>	

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	<p>Nuneaton Town Centre Transformation</p> <p>The board discussed the progress made towards contracting, and requested an update regarding the progress made to secure a developer for the second stage of the project.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> The PDB requested that the CEO and Programme Management Team to meet with the Nuneaton Town Centre Transformation project to offer support to the project and to confirm the progress the project is making in attracting a developer for the second phase before the contract with the project is completed. </div> <p>Friargate and City Centre Connectivity</p> <p>The board noted the update to the project.</p> <p>CWLEP 2018 Open Call</p> <p>The board discussed progress with the 2018 Open Call and key dates within the process.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> The PDB requested that Programme Management Team engage with Commonwealth Games group regarding the open call. </div> <p>Finances</p> <p>The board discussed the quarterly financial breakdown for 18/19. The Board noted the large amount of spend that is forecast for the current financial year compared with previous year, and commented on the resourcing to process the claims.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The PDB requested that a letter is sent to all 2018/19 Growth Deal projects to confirm the following for each project:</p> <ol style="list-style-type: none"> Quarterly profile for 2018/19 and minimum spend. Reminder that there is no guarantee of slippage being allowed between years The publicity requirements for all growth deal projects And the new GDPR guidance. </div> <p>Outputs</p> <p>PDB noted the output summary and approved the BIES Data Reporting summary.</p>	<p>MY/PD/AW/LM</p> <p>PD/LM</p> <p>LM</p>

#	Note	Action
	<p data-bbox="248 271 368 304">Publicity</p> <p data-bbox="248 342 1273 416">LM gave an update regarding the upcoming events, with the VLR and Dynamic Routing Projects due to present to the PDB at its next meeting in July 2018.</p>	
5	<p data-bbox="248 423 651 456">Growth Deal Forward Planner</p> <p data-bbox="248 477 1214 510">The Board reviewed the forward planner and noted the upcoming events.</p>	
6	<p data-bbox="248 535 312 568">AOB</p> <p data-bbox="248 589 1225 663">The board noted the appointment of Emma Squires as the new Senior Civil Servant CWLEP Sponsor.</p>	

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