MINUTES OF MEETING

PRESENT
Barry Dodd (BD)  Chairman
David Kerfoot (DK)  The Kerfoot Group Ltd
Dr Ruth Smith (Dr RS)  PM Management Consultants
Peter Emery (PE)  Electricity North West Limited
Colin Mellors (CM)  Higher Education
Jane Lady Gibson (JG)  Make it York
David Dickson (DD)  Family Business Matters Limited
Richard Shaw (RS)  Ellis Patents
Cllr Jane Evison (JE)  East Riding of Yorkshire Council
Cllr Derek Bastiman (DB)  Scarborough Borough Council
Cllr Richard Cooper (RC)  Harrogate District Council
Cllr Mark Robson (MR)  Hambleton District Council
Cllr David Carr (DC)  City of York Council

IN ATTENDANCE
James Farrar (JF)  Chief Operating Officer
Sarah Barkey (SB)  The LEP
Adrian Green (AG)  The LEP
Julian Rudd  The LEP
James Gilroy  The LEP
Tim Frenneaux (TF)  The LEP
Liz Philpot  The LEP
Neil Ferris  City of York Council
Catherine Birks  City of York Council
Caroline Arkwright (CA)  BEIS

APOLOGIES
Nigel Pulling (NP)  Yorkshire Agricultural Society
Keon Lamberts (KL)  University of York
Cllr Stephen Parnaby (SP)  East Riding of Yorkshire Council
Cllr Carl Les (CL)  North Yorkshire County Council
Richard Flinton (RF)  North Yorkshire County Council
Peter Campey (PC)  BEIS
Sue Lang  East Riding of Yorkshire Council

BD welcomed the board to Portakabin York and Derek Carter CEO of Portakabin gave an overview of the company.

1. The apologies were noted: from Nigel Pulling, Keon Lamberts, Cllr Parnaby Cllr Les, Richard Flinton, Sue Lang and Peter Campey.
2. Minutes of last meeting: the minutes of the last minute were agreed with minor amends.

3. Matters arising: Following, David Smurthwaite’s paper on Brexit impact on Agriculture and the Wider Economy, at the previous board David is to meet with the NFU and CLA in early February. Carl Lis Chair of the Yorkshire Dales National Park and the Chief Executive David Butterworth would like to meet with the LEP to discuss their concerns.

Devolution- A verbal update was provided on devolution.

4. Chairs update- None.

5. York Central- JR introduced the paper and gave a brief overview before handing over to Neil Ferris and Catherine Burks.

NF explained that they were making good progress, there has been a land swap with Network Rail, an industrial estate has now been purchased and the land owned by Unipart is in the process of being purchased.

There has been consultation with local residents who are overall, in favour of the project but have some concerns over the environment and traffic issues especially the Holgate Road access point. A community forum has been set up which is chaired by the Dean of the Minster Vivien Faull.

KPMG and Savills have been recruited as Property and Commercials advisors.

CoYc have agreed £33m of drawdown from the West Yorks+ Transport fund. The legal agreement will be in place at the start of February 2017. By 2018 the target is for interim usages with 300 people in located in the Enterprise Zone.

The Board debated the risks and concerns including the impact of any delays in delivery.

KPMG is producing a governance paper. JF is meeting with COYC and KPMG. COYC are looking at KPMG to give them a clear structure.

NF confirmed that in accordance with the Enterprise Zone MOU there still needs to be an agreement between CoYC and the LEP.

The Board stated that they would like to see the following

- A clear governance structure
- A sub board with LCR to present to the main LEP Board on progress, inward investment and the use of the Business rates.
- A plan to monitor the project.

The LEP board would like it noted that they have practical delivery concerns over this project. This Project is a major strategic priority and the LEP are committed to helping it succeed.

Recommendation- The LEP board have noted the recommendation and have asked CoYC to note their concerns.

6. Performance update: JF talked through his performance paper which included ESIF. CM commented that the speed of delivery is critical is we are to secure UK money post Brexit.

JF asked the board to note that ESIF –tourism collaboration call didn’t go ahead.
The launch of the Scarborough UTC last night had gone very well.

AG talked through the LGF Update
ER can claim £1.3m expenditure for design fees as part of the Bridlington Harbour project, this will be going to the Infrastructure Board on the 9 February.

North Northallerton is moving forward. AG confirmed that the 24 February 2017 is the point of no return for the development. The Developers have asked for the Board to confirm that they are committed to the project.

BD commented the sub-boards are working well
Recommendation- The LEP Board were asked to note the performance and risks, and are requested to reaffirm the funding commitment provided to the North Northallerton Housing project for £6m in total including a further drawdown request of £4.044m once the land deal is completed.

7. Governance Paper. JF talked through the governance paper. Board Members will serve for a three year period with a phased annual recruitment of Private Sector Board Members.
It was clarified that you could only be on the board for a maximum of six years.

The board discussed having the Business Growth Board separate or whether to have at the main board with two agenda’s it was decided to keep part of the main board.

BD has asked to have a formal declaration of interest added to the agenda. Board member expenses are to be added to the website.

DK explained to the board that he had joined the Secretariat at their December team meeting and thanked the LA’s for the calibre of secondees.

Recommendation- the LEP Board were asked to approve.
- The Board Member length of service.
- The process for recruitment of new Board Members and Chair.
- The creation of a formal Annual Meeting to reinforce governance.
- The Infrastructure Board becoming the Infrastructure & Joint Assets Board.
- Approve the decision making structure and approval matrix

The LEP Board were asked to note the Secretariat structure and responsibilities.

Action- To have a formal declaration of interest added to the agenda.

8. Supporting Larger and Growth Orientated Business- TF talked through the paper and introduced Simon King, Growth Hub manager to the Board. TF explained that as a LEP we have the reputation of growing small businesses.

JE explained the East Riding were already doing these things with businesses and wanted to avoid duplication.
The board then went to discuss what was needed by businesses and the importance of being able to respond quickly.

TF explained that the role of the LEPs was to quickly and effectively connect businesses with the business support programmes available. Its aim is to support the delivery of the business support that is available.

Board Members were invited to join a focus group to hold a further conference call with Tim.
Recommendation- the board agreed to share insight, on the opportunities to support larger and growth oriented businesses. Also to note and support the proposed approach.

Actions- TF to form a focus group.

9. **Transport for the North Freight Strategy**- JG talked through his paper, explaining that the movement of freight has been secondary to passenger travel with rail. Freight is now being considered as this critical to growth. PE explained that it would take 7 hours for biomass freight to go from Liverpool docks to Drax, and there are only 8 windows a day on the network. This will stop growth.

DK explained the model in France/ Spain and Germany includes the use of just three cars from one area with a drop off system. In the UK it has to be a full train.

**Recommendation** - The LEP board are asked to note the contents of the Transport for the North Freight and Logistic report.

10. **AOB**: JG asked if any of the board would like to attend a Q&A with Andrew Percy MP, that Make it York are holding.

The meeting closed at 12.45 am. The next meeting is on 17 March 2017 at UTC Scarborough.