

AGENDA - online KMEP meeting - Wednesday 6 September 2023, 10.00 – 12.00

Online via Teams

	Approx. time	Page/Presenter
1. Welcome from Chairman	10:00	Liz Gibney
2. Apologies for absence & Declaration of interests		
3. Minutes & actions from previous meeting		
4. LEP Transition Update	10:05	Steve Samson
5. Getting Building Fund Business Case Prioritisation Reviewing Expressions of Interest received for potential Kent & Medway GBF projects to agree a prioritised list for submission to SELEP	10:30	Discussion led by Liz Gibney
6. SELEP & KMEP Board Member Updates	11:45	Liz Gibney
7. AOB	11:50	Liz Gibney

Future KMEP meeting dates:

- Tuesday 3rd October 2023 from 4pm to 6pm (Online)
- Tuesday 5th December 2023 from 3.30pm to 5.30pm (In person, Canterbury)

**Subject: Draft MINUTES of the 6 Sep 2023 Kent & Medway Economic Partnership (KMEP)
meeting held online on MS Teams**

Board Member Attendees:

KMEP Board Members

Liz Gibney (KMEP Chairman & Lee Evans Partnership)	Cllr Roger Gough (Kent County Council)
Jo James (Vice Chair & Kent Invicta Chamber of Commerce)	Cllr Lauren Edwards (Medway Council)
Carol Ford (Horticultural Taskforce)	Cllr David Burton (Maidstone BC)
Vince Lucas (VA Rail)	Cllr John Burden (Gravesham BC)
Andrew Metcalf (Maxim PR)	Cllr Monique Bonney (Swale Borough Council)
Jo Nolan (Screen South)	Cllr Alan Baldock (Canterbury CC)
Nick Fenton (Kent Housing and Development Group)	Cllr Matt Boughton (Tonbridge & Malling BC)
Chris Broom (Discovery Park)	Cllr Rick Everitt (Thanet DC)
Graham Razey (Mid Kent College)	Cllr Ben Chapelard (Tunbridge Wells DC)
Simon Cook (Mid Kent College)	Cllr Julia Thornton (Sevenoaks DC)
Matthew Arnold (Stagecoach)	Cllr Kevin Mills (Dover DC)
Roland Cooper (Considine Ltd)	
Mario Caccamo (NIAB)	
John Keefe (Getlink Group)	
David Milham (FSB)	

Additional Attendees

Stephanie Holt-Castle (Kent County Council)
Steve Samson (Kent County Council)
Edward Thomas (Kent County Council)
Emma Watson (Kent County Council)
Jessica Jagpal (Medway Council)
Jeremy Whittaker (Tonbridge and Malling BC)
David Candlin (Tunbridge Wells DC)
Detlev Munster (Sevenoaks DC)
Joanne Johnson (Swale DC)
Karen Britton (Maidstone BC)

Board Member Apologies:

Prof. Jane Harrington (Uni. of Greenwich)
Noel Ovenden (Ashford BC)
Mayer Schreiber (Discovery Park) Replaced by Chris Broom (Discovery Park)
Miranda Chapman (Pillory Barn)

Item 1 – Welcome, introduction and apologies.

- 1.1 Liz Gibney (the KMEP Chairman) welcomed attendees to the meeting. Apologies were stated by Steve Samson (listed above)

Item 2 – Declaration of Interests

- 2.1 Steve Samson suggested that Board members attending this meeting would effectively need the following submitted GBF business cases involving their organisations (Sevenoaks DC, Maidstone BC, Gravesham BC, Medway Council, Tunbridge Wells BC):

Project	(Emerging) KMEF Priority Alignment	Funding Request
5G in Dover – Dover Harbour Board	Secure resilient infrastructure for planned, sustainable growth	£465,000
Bearsted Road Improvements (Maidstone)		£500,000
Maidstone Business Suite Phase 2	Enable innovative, productive and creative businesses: Supporting the conditions for growth	£300,000
Tech Hub Flexible Workspace (Gravesend)		£370,000
T. Wells Town Hall Co-working Space		£400,000
Folkehub (Folkestone)		£500,000
Innovation Hub (Chatham)	Create diverse, distinctive and vibrant places	£300,000
Farmstead Drive Community Hall, Edenbridge		£300,000
Brook Theatre Accessibility Enhancements (Chatham)	Enable innovative, productive and creative businesses	£425,767
Fitted Rigging House South (Chatham Dockyard)	Create diverse, distinctive and vibrant places	£330,620
Innovation Park Medway Sustainable Development	Secure resilient infrastructure for planned, sustainable growth	£189,300

Item 3 – Minutes of previous meeting

- 3.1 The minutes of the 19 July meeting were agreed. Their actions are listed below:



Actions from 19 July Meeting

- **Future Focus of KMEP:** board members to let the KMEP secretariat know of any potential programmes / priorities / projects for inclusion in future KMEP structure and complete online member survey
- **Getting Building Fund Call for Projects:** KCC to circulate details of call for proposals and coordinate the expression of interest and business case process
- **Transport Consultations:** KMEP secretariat to circulate the final KMEP LTC Written Representation submission.

Item 4 – LEP Transition Update

- 4.1 Steve Samson provided some background and an update on the LEP transition in the slides below:

LEP Transition Update

- 13 July: SELEP Board agreed to work towards closure of the LEP by 31 March 2024
- 4 Aug: DLUHC guidance published 'Integration of LEP functions into local democratic institutions'
- Five SELEP working groups set up to plan transition activity (UTLAs involved):
 - Growth Hub & Business Support
 - Partnerships & Network
 - Governance and Capital Programme
 - Resourcing
 - Data and Intelligence
- SELEP Transition Plan being developed for board endorsement on 13 October
- Kent & Medway Integration Plan under development
- Kent & Medway 'offer' to be presented to DLUHC
- Jan 2024: Further government guidance for local authorities
- March 2024– closure of SELEP with new arrangements in place from April 2024

Key Points from Government Guidance

- **Functions being transferred** Business representation, Strategic economic planning, Delivery of government programmes (where directed)
 - The new geography will be **Kent & Medway** (functional economic area with population of 500,000+)
 - **Continued role for KMEP** UTLAs to create or continue to engage with an Economic Growth Board made up of local business leaders and relevant representative bodies
 - **Kent & Medway Economic Framework** areas encouraged to produce / update economic strategies to support local decision making and make the case for future access to government programmes
 - **Kent & Medway Growth Hub** Government expects LAs to work to ensure seamless provision in future as a convening point for business support
 - **Growing Places Fund**: Future management of GPF loan scheme should be agreed locally
 - **Capital Programmes**: Essex CC as accountable body for SELEP to retain responsibility for future management of LGF & GBF programmes (to be challenged)
 - **Resources**: 'some revenue funding' to be provided to local authorities in 2024/25 to support delivery of LEP functions
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- Liz Gibney asked for clarification on what it meant for 'the Future management of GPF loan scheme to be agreed locally'.
 - Steve Samson replied that the current understanding is that there won't be any new GPF money. So it will be a case of looking at how any returned GPF monies (between 9 and 15million for the SELEP areas) can be used in Kent & Medway in future.
 - There will be a proposal to the SELEP board in October as to how to apportion that amount between the Federated areas.
 - The first step is that we secure an amount of funding for Kent and Medway, likely to be around £5m initially, but there will be future funding that comes back.
 - KMEP needs to consider how it would like to manage that potentially as an Evergreen loan scheme going forwards. The assumption is this will be loans but SELEP is asking government whether it could include an element of grants as well.
 - Conversation to be picked up in subsequent KMEP meetings as to what to do with that pot.

- Jo James said that taking on the SELEP staff is a good plan and their expertise should be utilised. Is there an opportunity to share resources across Kent and Medway so staff don't just work for Kent or they don't just work for Medway?
- Steve Samson confirmed this. There are currently eight people in the secretariat at SELEP open to new roles within local authorities, in Kent Medway, East Sussex or Essex. If two to three people came to KCC, we'd very much see that as a Kent and Medway role and similarly if any posts came to Medway.
- These roles could for example support sector groups/partnerships and networks; taking forwards actions from the economic strategy; and skills (looping in Kent Medway Employment Task Force).
- Also there could be a role supporting economic data intelligence.
- We will be competing with Essex and East Sussex to recruit key staff.
- There will be funding from SELEP coming across to accompany staff, but it will only be for a period of time (between 12 to 24 months)
- Steve Samson then covered the LEP transition working groups in the slides below:

LEP Transition: Resources

Make the case for members of the SELEP secretariat to transition to KCC and Medway Council for a period of time to work on LEP transition and the economic growth agenda.

Potential roles:

- Sector Groups / Partnerships / Networks
- Economic Strategy & Programmes Manager
- Skills Programmes Development Manager
- Business Support
- Data & Intel

LEP Transition: Data & Intel

SELEP Reports:

Economic Overview	State of the Region Report
Quarterly Key Indicator Reports	Business Resilience and Growth
	UK's Global Getaway
	Coastal Catalyst
	Communities for the Future
Economic and Skills data for LSIPs and SAP	LSIP data requirements Deeper sector analysis using The Data City SAP Skills Report
Bespoke Reports	Levelling Up Index
	Town Centre Footfall
	Coastal Community Health

Map existing datasets in Kent & Medway (KCC, MC, Districts, LSIP, KICC etc.)

Establish future datasets and reports requirements to support economic agenda in Kent & Medway and access to government programmes

LEP Transition: Sector Groups

Groups to potentially continue at SELEP Level:

Sector Group	Initial Workstream Recommendation
Housing and Development	<ul style="list-style-type: none"> Continue to operate (SELEP transition bridge funding to support external coordination costs) Group currently chaired by consultant Link with Kent Housing Developers Group and Kent Housing Group Feed into KMEP
South East Creative Economy Network (SECEN)	<ul style="list-style-type: none"> Effective partnership – strong desire to continue KCC prepared to provide some staff time to help coordinate Sector information & reports to KMEP
Major Projects Group (see below)	<ul style="list-style-type: none"> Continue to operate (lead organisation required) Two-way information flow with KMEP
Universities 9 (U9)	<ul style="list-style-type: none"> Universities to determine future of group Input to/from KMEP



LEP Transition: Sector Groups

Groups to evolve into local arrangements:

Sector Group	Initial Workstream Recommendation
Coastal Communities Working Group	<ul style="list-style-type: none"> Establish a Kent & Medway Coastal Communities group Connect with Essex and East Sussex groups periodically if required Formally link into KMEP
Rural Sector Working Group	<ul style="list-style-type: none"> Formal role for Kent Rural Partnership? Formally link into KMEP
Major Projects Group	<ul style="list-style-type: none"> Create Kent & Medway Major Projects Group Formally link into KMEP
Skills Working Group / Skills Advisory Panel / Major Projects Group Skills	<ul style="list-style-type: none"> Kent & Medway Employment Task Force Formally link into KMEP

Groups to cease activity:

- Social Enterprise Working Group
- Clean Growth Working Group
- Steve Samson said that any thoughts or comments or questions on that would be very welcome.
- Steve Samson discussed the slide below adding that there are some 17 capital programme projects currently running until about 27/28 and KCC would be taking on responsibility for the financial management and the monitoring for anything relating to Growing Places Fund and loan based funding in the future.

LEP Transition: Capital Programmes

1. **Getting Building Fund:** SELEP to coordinate final call for proposals, future monitoring by KCC?
2. **Local Growth Fund:** Essex CC to recommend KCC takes on monitoring for ongoing Kent (& Medway) projects
3. **Growing Places Fund** (loans for capital projects):
 - SELEP board to apportion remaining (and future) funding to federated areas
 - Kent & Medway to agree approach for new local programme from April 2024

The following slide covered the transition of Business Support:

LEP Transition Business Support

- Continuation of **Kent & Medway Growth Hub** service
- Government to announce future funding (Autumn?)
- KCC to consider future delivery model & contracting arrangements (current contract ends March 2024)

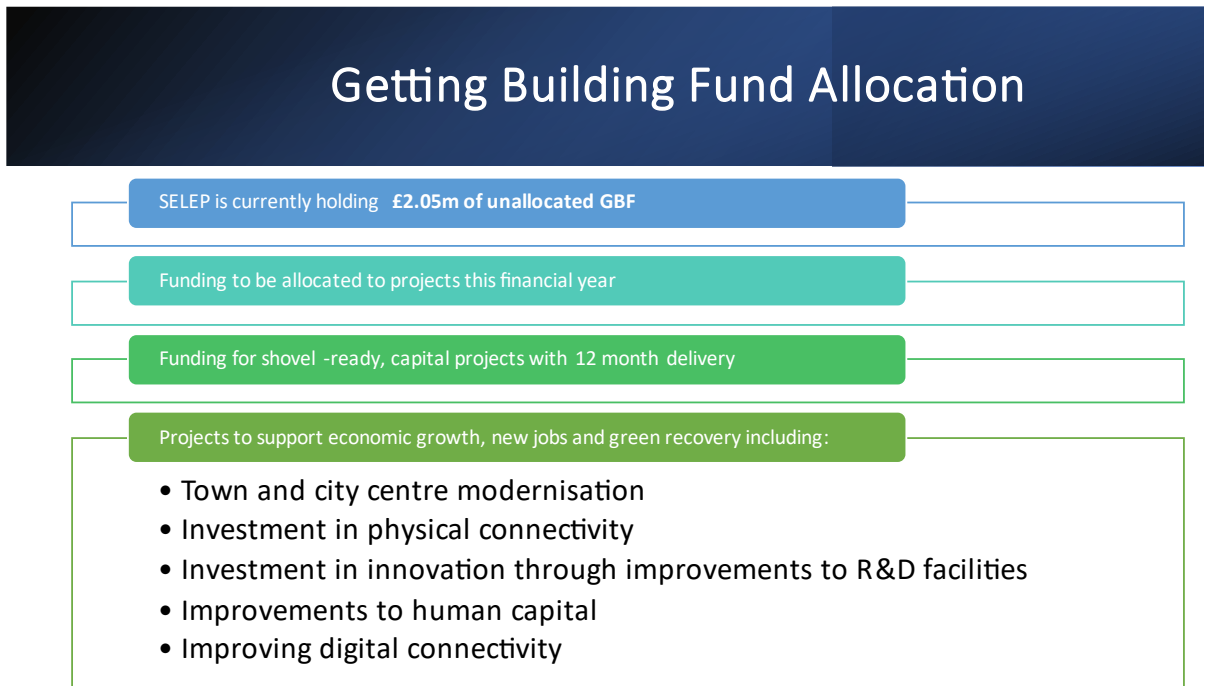
Areas encouraged to secure resource to provide enhanced service offer (beyond signposting)

- Cllr Edwards said that discussion so far had been positive and productive and added that, in more recent discussions, it was suggested that potentially one member of SELEP staff also came directly through to Medway, potentially focused on a data role.
- Cllr Edwards also asked about the proposed revenue support and when we might be able to give an update on timescales for this?
- Steve Samson answered that KCC could likely be allotted £100K from government to support LEP functions, although was not sure at this stage whether there would be any ring fencing for specific functions or whether it would be down to local areas to determine how we use that.
- Next steps, first draft of an integration plan that we can share with KMEP at the October meeting, so that everything can be put in place from April next year.
- Steve Samson mentioned that we need to nominate 2 board members from the private sector to join the SELEP investment panel which will meet on 1 Dec to make the funding decisions about the getting building fund allocations.
- David Milham nominated himself to do this.

ACTION: Any other interested parties interesting in nominating themselves as private sector SELEP investment board panel members please contact Steve Samson.

Item 5 - Getting Building Fund & Growing Places Fund Updates

- **Getting Building Fund:** outlined in the slide below:



Details can be found below on what SELEP are specifically looking for:

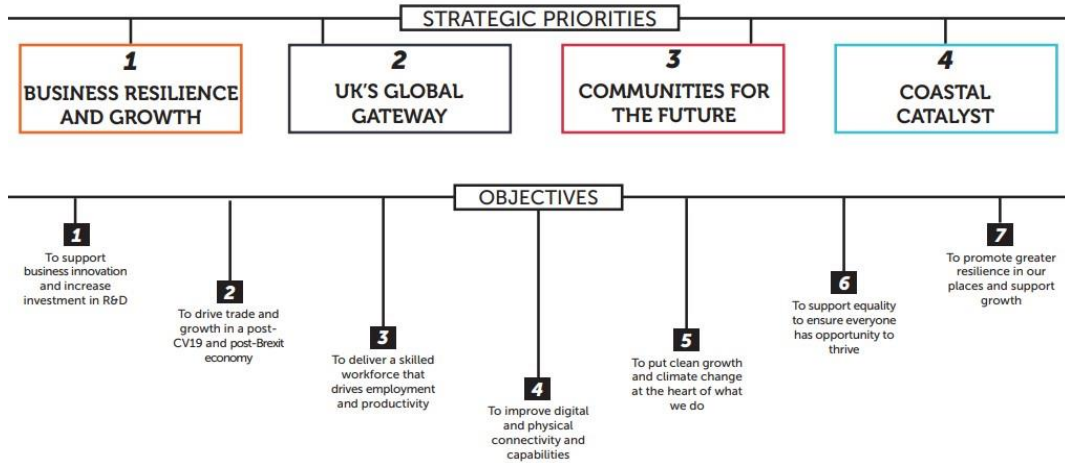
Getting Building Fund Allocation

Table 1: Criteria for projects seeking GBF funding

Projects must support the activities outlined in the SELEP Economic Recovery and Renewal Strategy
Projects must demonstrate that they are shovel ready and that they are subject to a short delivery programme, with full spend of the GBF funding to be achieved within 12 months of receipt of funding approval from the Accountability Board
There should be no barriers to delivery, such as outstanding permissions or consents. Any remaining barriers to delivery will render the project ineligible for receipt of GBF funding
Projects must demonstrate a robust need for investment with particular reference to the challenges created as a result of the COVID-19 pandemic
Project Business Cases must demonstrate High value for money or compliance with one of the exemptions outlined within the SELEP Assurance Framework
Projects must demonstrate that a full funding package is in place to support delivery
Business Cases must demonstrate that consideration has been given to the impact of high inflation and interest rates on forecast costs
No upper limit on the amount of GBF funding which can be sought by projects
Projects which have previously been removed from the GBF programme cannot apply for funding

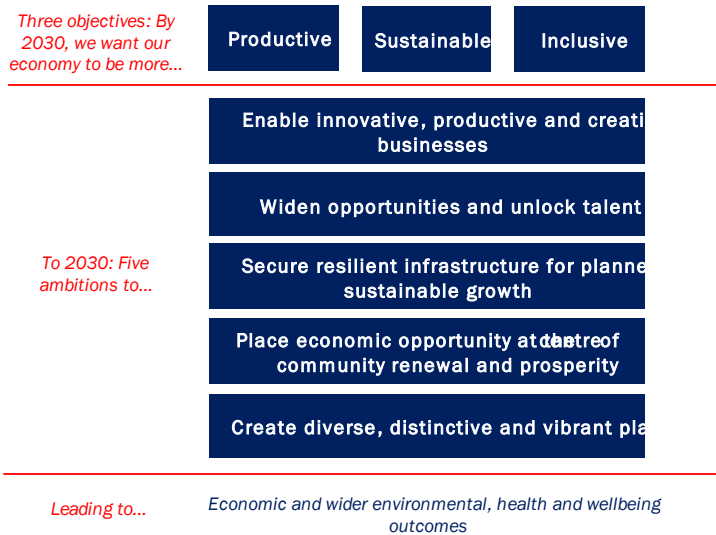
The projects will also need to link into SELEP'S broad strategy below:

GBF – Linking to SELEP Recovery Strategy



They must also fit into the draft Kent and Medway Economic Framework:

GBF – Linking to (draft) Kent & Medway Economic Framework



Timescale can be found below:

GBF – Timetable

1. Guidance to be issued shortly by SELEP
2. Summer - creation of project pipeline for Kent & Medway (KCC to collate)

1 September 2023	• Business Cases for projects seeking GBF funding to be submitted to Federated Board leads & SELEP Capital Programme Manager
1 September to 22 September 2023	• Federated Boards to agree their prioritisation of the projects seeking GBF investment in their area
22 September 2023	• Federated Boards to supply prioritised project lists to SELEP Capital Programme Manager. Full ITE review of remaining project Business Cases to be instructed.
November 2023	• Investment Panel to agree single GBF prioritised project pipeline

NB – Decisions on remaining £9m Growing Places loan funding to be taken later in the year

The following slide gives an indication of the break down of the number of applications received by SELEP and the principals for prioritisation:

GBF Project Prioritisation for Kent & Medway

11 Business Cases received from 19 EOIs (£4,080,687)- £2.049m currently available

Federated Board	Number of applications	Total GBF sought
Kent and Medway Economic Partnership	11	£4,080,687
Opportunity South Essex	5	£3,275,000
Success Essex	2	£1,000,000
Team East Sussex	6	£4,453,317
Total	24	£12,809,004

Principles for prioritisation:

- Eligibility (shovel-ready, no barriers to delivery etc.)
 - Strategic economic value and impacts for K&M
 - Links to SELEP and Kent & Medway strategies
 - Tackling known challenges in K&M
 - Unlocking additional investment / benefits or funding to enable completion of wider scheme
 - Clear, coordinated K&M position to put forward to SELEP
 - (Sign off required from S151 Officer – KCC or Medway)
- Steve Samson said that initially 19 expressions of interest were received, and 11 full business cases were submitted.
 - Matthew Arnold asked how much do we realistically think would end up being allocated in a fair and equitable way to Kent and Medway?
 - Steve Samson said that he would anticipate that somewhere in the region of around 800K to 1 million would be a fair portion for Kent and Medway.
 - Liz Gibney said that she and colleagues had looked at the applications in terms of strategic projects that have the greatest benefit for the greatest number of people.
 - The projects have been clustered: 5 good projects on business hub workspace and there could be a value in combining these together.
 - Steve Samson then ran through each of the summary slides for the bids that were submitted by the applicants:

K&M GBF Business Cases Submitted

Project	(Emerging) KMEF Priority Alignment	Funding Request
5G in Dover – Dover Harbour Board	Secure resilient infrastructure for planned, sustainable growth	£465,000
Bearsted Road Improvements (Maidstone)		£500,000
Maidstone Business Suite Phase 2	Enable innovative, productive and creative businesses: Supporting the conditions for growth	£300,000
Tech Hub Flexible Workspace (Gravesend)		£370,000
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Innovation Park Medway Sustainable Development	Secure resilient infrastructure for planned, sustainable growth	£189,300

- **Steve Samson ran through the 11 summaries of each bid. (Annexed)**
- Cllr Alan Baldock asked why there were no business cases from port of Ramsgate and Chapel Down.
- Steve Samson said that these two projects had not been able to submit full business cases in the time available which was regrettable given the strategic nature of these particular projects.
- Vince Lucas asked has any been scoring been done against the criteria under which the GBF funds are allocated? As it would be best to put forward the ones that most closely match the funding criteria.
- Steve Samson said that those criteria would be assessed as part of the independent technical evaluation and at this moment we will be needing to make decisions based on the more general information we've got. SELEP's expectation is that we're looking at these projects primarily from a strategic economic point of view for Kent and Medway now.
- Liz Gibney said that today's aim is to get an agreement on our approach on how we will access the bids.
- Cllr Roger Gough said that KMEP have historically been good at having robust cases and that it would be good that we nonetheless can demonstrate that degree of rigor and to look at the strategic benefit for the projects .
- Cllr Roger Gough said he would like to have a better understanding of the delivery of the Dover Harbour Board Project.
- Cllr Roger Gough said it would be beneficial to rank the projects for future funding opportunities and look into the subtle differences in deliverability.
- Matthew Arnold wanted to echo Cllr Roger Gough's comments.
- Cllr Alan Baldock highlighted a potential heritage protection element for the Chatham Dockyard proposal which would repurpose an existing asset to create jobs and secure future income for the trust, which would be a win-win situation.
- Jo James mentioned that it was important to look at if the projects had enough reserves and funding to do this anyway.
- Jo James also said that strategic projects should be the priority.
- Regarding the business hubs it will be difficult to choose between them.
- Jo James said that we would have to look into the projects in more detail and prioritise.
- Liz Gibney suggested the need for a separate investment panel to evaluate the projects and to not conclude ranking today.

- Liz Gibney reiterated the point that at this stage all projects are of equal merit.
- Andrew Metcalf had a question about the A249 (answered by Steve Samson) and the Port of Dover technology project.
- Steve Samson said that regarding Dover there is another bid that KCC is currently working on for the Department for Science, Innovation, Technology which is focused on using new technologies to facilitate traffic management and monitoring to and from the Channel ports/Tunnel in particular. The GBF request is about putting infrastructure in place at Dover where better connectivity is already required but that will unlock potential for future tech solutions. The other bid that Dover is working on with KCC and with Thames Estuary, will be a bid that covers all of Kent Midways ports and a few of those north of the Thames as well.
- Regarding the A249 Bearsted Road project, a package of funding is in place worth £16.3m with the £500K GBF request required to tackle increased costs due to inflation. The KMEP investment panel would need to verify whether the other sources of funding and the wider scheme would be at risk without the GBF.
- David Milham FSB asked if it might be worth prioritising projects that may not attract funding elsewhere as those projects would be at risk of not proceeding.
- Vince Lucas reiterated the need for a subgroup that, informed with the criteria can make decisions and offered to work with KCC to draft Kent & Medway Selection Criteria.
- **Liz Gibney established by show of hands that an investment panel to look into the bids in more detail should be established.** This will be held on 19 September. The projects will then need to go through an ITE and there is a need for KCC's Director of Finance to sign a 'Section 151' letter of support before 22 September.
- Liz Gibney also established by show of hands that there is a value in prioritising strategic projects.
- Liz Gibney acknowledged that as a group it is being consistently said that the five schemes of similar type, which are the business hub type, seem to be of value and should board members should consider the links between them. Then possibly put forward a case for them potentially now, but also to look at them going forward in the future for when other funding of other types become available.

ACITON: KMEP Board Members to fill out ranking poll survey for the prioritisation of projects by before the investment panel meets on 19 September.

- Jo Nolan said that it was also important to consider employment opportunities, the value of the whole investment and the carbon impact.
- Matthew Arnold asked further questions of the A249 project and whether it was at risk of being held up.
- Steve Samson said he could get clarity from colleagues.
- Cllr Thornton, Julia said it was important to really assess the shovel readiness if planning permissions are required.
- Cllr Roger Gough said that a deepened reality check is important.
- Cllr Ben Chapelard said that he felt the big projects should be funded by central government.
- Cllr Lauren Edwards questioned the categorisation of certain project which could be picked up offline and would expect an assurance that Medway will be represented in these discussions.
- Liz Gibney then established that during the call the following Board Members put their names forward to be on the investment panel.

Action: Steve to circulate ranking survey, projects business cases, clarify assessment criteria to be considered and send invitation for KMEP investment panel meeting

Action: Steve to alert KCC Director of finance to this meeting as they will have to sign a Section 151 letter on the projects put forward by the panel by 22 September.

Item 6 – SELEP and KMEP Board Member Updates

- The following slide capture the information that was shared:

SELEP & KMEP Board Updates

- **Vince Lucas** will be new vice chair of KMEP
 - **Tudor Price** to represent KICC when Jo James retires
 - **Nicholas Scott-Gray** (Peel Ports) stepped down (current vacancy)
 - **Graham Razey** (CEO EKC Group) replacing Simon Cook while he serves as deputy chair of SELEP
 - **Kent District Rep** still needed for SELEP Board
 - **2 Private Sector reps** for SELEP Investment Board needed (meeting 1 December to consider GBF projects)
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- Jo James asked what would happen to her role as Director of SELEP? When she retires in December. Post meeting note – SELEP have confirmed that a replacement director should be sought to ensure that the SELEP boards remain quorate.

Item 7 – AOB:

Any other business?

5G Innovation Regions Bid

Next meetings:

Tuesday 3 October 16:00-18:00 (online)

Tuesday 5 December 15:30-17:30 (Canterbury)