



Title Local Enterprise Partnership Board

Date 22 November 2017

Time 10am to 2.30pm

Venue Room 2N03, County Hall, Treyew Road, Truro, TR1 3AY

Tea and coffee on arrival				
			Lead	Action
1.	1000	Welcome and Introductions Attendance from Government officials: Tony Bray (Area Director – South West England and West Midlands, Cities and Local Growth Unit, BEIS) Apologies for Absence Directors: Louise Rowe, Chris Loughlin, Adam Paynter Officers: Kate Kennally (John Betty representing)	MD	
2.	1005	Declarations of Interest	ALL	
3.	1010	LEP Board 20 September 2017 3.1 Minutes 3.2 Action Summary	MD TB	To note To note
Strategic Context				
4	1015	Open discussion on key strategic issues, to include: 4.1 – A view from Government (verbal) 4.2 – Policy update (National LEP Review, Industrial Strategy White Paper and Local Industrial Strategy) 4.3 – Great South West Priorities 4.4 – Shared Prosperity Fund and view from Brussels (<i>Emily Kent and Katie Cavell attending</i>)	TBr SR TB SR/EK/KC	Decision: To agree next steps and direction

Operational Matters				
5.	1145	Growth Deal 3 – Town Centre Initiatives	MD/SR/TB	Decision
LUNCH 1215 - 1245				
6.	1245	Chairman’s Report (verbal)	MD	To note
7.	1310	CEO’s Report	SR	Decision
8.	1350	Enterprise Zone Board Update	GP	To note
9.	1415	Employment and Skills Board Update	PM	To note
10.	1425	Any other business	ALL	
11.	1430	CLOSE		

LEP Board and Informal Breakfast 2018

LEP Board	Informal Breakfast
31 January	10 January
28 March	28 February
30 May	2 May
25 July	27 June
26 September	29 August
28 November	31 October



**CORNWALL &
ISLES OF SCILLY**
LOCAL ENTERPRISE PARTNERSHIP

Cornwall and Isles of Scilly Local Enterprise Partnership

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the Wesleyan Chapel, St Mary's, Isles of Scilly, TR21 0JD on Wednesday 20 September 2017 commencing at 10.00 am.

Present:- Mark Duddridge (Chairman)
Chris Loughlin (Vice-Chairman)

Andrew Williams, Gavin Poole, Emmie Kell, Sarah Trethowan, John Acornley, Kate Kennally, Adam Paynter CC, Roland Tiplady, Phil Seeva CC, Louise Rowe, Frances Grottick, Theo Leijser, Lucy Edge

Also in attendance:- Tim Bagshaw, Jonathan Eddy, Andrew Thomas

Apologies for absence:- Director: Mark Goodwin, Bob Egerton CC and Paul Massey
Officer: Sandra Rothwell

Welcome and Introductions

(Agenda No. 1)

The Chair welcomed everyone to the meeting, and thanked those for travelling to the Isles of Scilly though remarked that the morning's weather was poor which had led to some absences.

Apologies for absence

(Agenda No. 1.1)

The Chair noted that apologies had been received from Bob Egerton CC and Paul Massey. The Chair also noted that Mark Goodwin, and officer, Emma Coad, were unable to get to the islands due to inclement weather, and so Andrew Thomas from the Council of the Isles of Scilly's democratic department had attended to take notes.

Declarations of interest

(Agenda No. 2)

The Head of LEP Governance and Operations said that there would be some declarations during the Growth Deal items and would be dealt with by those individual Board Members and officers by leaving the room while bids were discussed by the Board.

LEP Board 19 July 2017

(Agenda No. 3)

Minutes

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 19 July 2017 were a true and accurate record subject to reference to the following being included within the minutes:-

- The Cornwall Council (CC) CEO asked that her apologies be noted at the previous meeting.
- The Whitehall representative felt the word 'should' be used to replace 'could' in relation to Agenda Item 6.1, (Cornwall Council Transport Programme).
- He also asked that Agenda Item 8 (Meeting of LEP CEO's (iii)) be amended to show that the 'agreement' is between Cornwall Council, the LEP and also 'government'.
- Sarah Trethowan said that the last paragraph of Agenda Item 6.2 was incorrect, and ask that it be amended to show that Lucy Edge and herself were on the communications task and finish group.

Action 1: The LEP Executive to make the necessary amendments to the 19 July minutes.

Action Summary

(Agenda No. 3.2)

Actions confirmed at the meeting on 19 July 2017, details of which were noted together with a summary of outstanding actions.

Emmie Kell felt that the LEP should prepare a positive response in time for the Friday publication of the Bazalgette Review which outlines key recommendations for how the Creative Industries can underpin the UK's future economic growth. She said that Cornwall's offer should be made clear with regard to how rural economies can contribute to that.

She also referenced that she had attended a Westminster Forum two weeks earlier regarding priorities for the industrial strategy which was to be published in a document called 'Catalysts for Change', and felt that an action was needed for herself, Anne Carlisle and Glenn Caplin to share that as widely as possible.

Action 2: The LEP Executive to work with Emmie Kell to prepare an action plan for Creative Industries in CIOs in response to the findings of the Bazalgette Review.

Growth Deal 3 Update

(Agenda No. 4)

The Head of LEP Governance and Operations presented this item and referenced the key role played by Regeneris Consulting, a specialist economic development consultancy, in undertaking the independent assessment of the projects.

The LEP Investment Panel met on 7 September 2017 and was presented with the findings and recommendations from Regeneris.

Roland Tiplady said that he felt disappointed by the proportionality of the applications before them being from the public sector and asked why that was the case.

The Head of LEP Governance and Operations replied that the Growth Deal 3

Programme was open to applicants from both public and private sectors.

The Chair said that the applications received by many private sector applicants were considered to be lacking sufficient detail unfortunately to progress them to this point. Roland Tiplady felt that it should be a cause for alarm for the LEP, if the private sector did not have the necessary skillset or knowledge to submit project applications to unlock Growth Deal 3 funding and that this should be something that the LEP addressed.

The Head of LEP Governance and Operations said that such plans were being drawn-up to do that via a CDC led initiative and to support application to a range of funds including any future Growth Deal allocation.

Roland Tiplady said that he was concerned that the public sector were to lead on approaching the private sector, and was unsure how it would be received and how successful it would be.

Sarah Trethowan commented that the commitment to spend and the delay for claiming back the money could be a key factor, and that such an arrangement was easier to accommodate by a large public sector body.

The CC CEO agreed that there was work to do in helping the private sector understand and unlock the funding, though the Growth Deal should not be viewed as a failure if public sector delivered on more things than the private sector.

Roland Tiplady said that the matter warranted action, and that the private sector only had a finite number of ways of securing investment, this being one of them, and if they cannot put together successful bids in a timely fashion then it needed urgent attention.

The Whitehall representative agreed and pointed out that the support work was needed prior to opening dates for submissions, so that the private sector were in a good position to move forward as soon as a fund becomes open to them.

The Board then went on to discuss the applications before them.

(The CEO of the Council of the Isles of Scilly and Councillor Frances Grottick left the room)

The Head of LEP Governance and Operations circulated a summary of the funding position for all applications and indicative spend and output profile.

Ahead of considering each of the projects, he emphasised the headline recommendations of the whole Growth Deal report and that Board decision to the recommendations made by the LEP Investment Panel was the focus of the item.

(a) Smart Islands

Andrew Williams sought clarification on the funding arrangement being sought.

The Head of LEP Governance and Operations summarised the recommendations of the LEP Investment Panel.

Andrew Williams said he was unsure of the Energy Enterprise company status and who was to lead on the project overall. He asked if the four provisions set-out in the report by the panel were solvable.

The Head of LEP Governance and Operations replied that there was a need to better understand how the Energy Enterprise company was to work and how intellectual property generated by all of the Smart Islands projects would be retained in the islands and in Cornwall.

Sarah Trethowan pointed out that the Board should be mindful of the work and research completed by the Investment Panel to date on all projects, and that the focus of the discussions on the proposals should revolve around whether or not Board Members had specific objections to the recommendations.

The CC CEO said that the spending profile overall was important, and asked the Whitehall representative what the government would expect to see in terms of a spend profile.

The Whitehall representative said that government rightly placed much emphasis on the LEP's being able to deliver spend within the given time periods, and much of the success of LEP's could be measured on promptness of that spend.

Chris Loughlin said that he had a slight concern over the risks associated with the separation of waste, which he believed was a key aspect of anaerobic digestion, and so he hoped that the conditions of the Investment Panel would caveat that.

Following the above discussion, the Board agreed to support the recommendations of the Investment Panel

(The CEO of the Council of the Isles of Scilly and Councillor Frances Grottick returned to the room)

(Phil Seeva CC, the CC CEO, and Adam Paynter CC left the room)

(b) East Bodmin Growth Hub Callywith Gate

(c) Plymouth Station Redevelopment

(d) One Public Transport System (OPTS)

The Head of LEP Governance and Operations presented the application and the Investment Panel's recommendations

All of the projects were supported in principal and the Panel had proposed that the Callywith Gate be supported on the basis of a revolving infrastructure-type/repayment loan, with the applicant encouraged to pursue additional developer Section 106 contributions to repay the loan.

Roland Tiplady said that he was against the project on the grounds that it was likely to exacerbate transport problems in Cornwall due to the lack of infrastructure to accommodate the new homes and additional people.

Andrew Williams noted that the project was already underway, and that many questions had been asked back in May 2017 that had not yet been answered, and that he was unsure why the Investment Panel were recommending approval with those questions unanswered.

Sarah Trethowan remarked that the project already being underway was a benefit to the LEP as the spend would be claimed promptly and the project realised.

John Acornley said that he felt it important that the Investment Panel's counter-arguments to Roland Tiplady's comments should form part of the minute, so as to allay those concerns set out, which the Board were unable to do. The panel felt that the suite of three projects were strategically important to Cornwall and the Isles of Scilly, unlocking housing and other development opportunities in Bodmin; enhancing the rail gateway and ensuring improved access to work and other services through enhanced public transport. The panel recognised several issues with the Bodmin growth hub proposal as outlined in the Board paper and therefore proposed to support through a 'revolving loan fund' approach that would allow this part of the overall Growth Deal allocation to be recycled for use elsewhere in Cornwall and the Isles of Scilly.

The need to support the private sector to enhance its capability to bid for funds such as Growth Deal alongside leading public sector applicants such as Cornwall Council was further discussed. Lucy Edge said it was important to minute the pledge of help to the private sector in unlocking future funding.

Emmie Kell said it was also important to note that SEP sectors such as the creative industries do not neatly fit the support outcomes that are measured and inform the award of Growth Deal funding. She said it was important not to create problems by being too rigid with the methodology used, and that the LEP needed to adapt to help the wider economy.

Roland Tiplady said that he'd rather prioritise investment to infrastructure issues across Cornwall.

The Whitehall representative said that government would expect LEP's and Local Authorities to work together on issues such as housing and associated infrastructure implications, but that the time to do so was not during the debate of the applications.

Roland Tiplady also said that he was very much in opposition to investment in Plymouth Train Station, as the amount requested was almost negligible for Network Rail and Great Western Railway but such an amount would make a huge difference to small businesses in Cornwall.

Councillor Frances Grottick said that she would like to abstain from voting as she felt there wasn't enough information to make a decision on these business cases.

John Acornley re-asserted his suggestion that the minutes show the counter-arguments put forward by the Investment Panel to some of the concerns raised by the Board.

The CEO of the Council of the Isles of Scilly said that LEPs were put in place to take risks around innovation, but Growth Deal 3 is focused on infrastructure, and that with Green Book appraisal, the process lent itself to public sector over private sector as there was such a long lead-in time for projects.

Following the above discussion, the Board agreed to support the recommendations of the Investment Panel.

(Phil Seeva CC and the CC CEO returned to the room)

(e) Hall for Cornwall

The Head of LEP Governance and Operations presented the report and again stated that the Investment Panel were recommending to support it.

Roland Tiplady said that he was very keen on the Quayworks aspect of the project and felt that more detail was needed around how many people it would benefit.

Emmie Kell said that the the project was very much focused on the Quayworks and that any intervention from the Investment Panel should not delay their ability to move forward with the project.

Following the above discussion, the Board agreed to support the recommendations of the Investment Panel

Goonhilly Earth Station (GES)

The Head of LEP Governance and Operations presented his report and gave an update regarding this project, noting that there were no decisions required.

He outlined to the Board that there was strong interest from potential clients at quite an advanced stage, and that the involvement of European Space Agency (ESA), necessitated a staged grant led support, with an initial technical feasibility stage needing to be satisfied before proceeding to the full grant. The involvement of the ESA would also lead to GES becoming a certified part of the ESA network, leading to further opportunities for GES and Cornwall and the Isles of Scilly.

The CEO of the Council of the Isles of Scilly asked if Brexit would have an impact on ESA involvement.

The Head of LEP Governance and Operations confirmed that the European Space Agency had stated that the relationship between them and partners in the United Kingdom would not be affected by Brexit.

Decision:

- 1. That the content of the report and overall progress of the Growth Deal 3 Programme in Cornwall and the Isles of Scilly be noted.**
- 2. That the following projects be approved, in-line with the recommendations made by the LEP Investment Panel:**
 - **Smart Islands**
 - **East Bodmin Growth Hub Callywith Gate**
 - **Plymouth Station Redevelopment**
 - **One Public Transport System**
 - **Hall for Cornwall**
- 3. That the LEP Executive Team be actioned to write to all projects with immediate effect with decisions and outlining conditions to be met prior to the grant award.**
- 4. That final agreement on funding and offer letters, subject to satisfactory meeting of conditions, be delegated to the LEP Investment Panel.**

Action 3: That the LEP Executive write to all GD 3 applicants informing them

of the decisions by the LEP Board.

CIoS LEP Branding Update

(Agenda No. 5)

Sarah Trethowan outlined the report and need for the actions of the LEP to be consistent with the developed 'LEP values', and that all Members of the LEP sign-up to those values, so that the organisation was a distinct entity with a clear purpose conveyed in their actions and aspirational values.

She said that the LEP often received flak from the public because of what they did not do, which was borne out of a misinterpretation of the LEP's purpose.

Emmie Kell said that a key marker for branding was what people said about your organisation when you were not in the room, and that it was important to progress communications work as she considered the LEP to be inefficient without brand clarity. Roland Tiplady said that he had been a member of the LEP for 5 years and was often still unsure of what the LEP was or wanted to be.

Gavin Poole said it was important that the key underlying role of the LEP was to represent the voice of businesses in Cornwall and the Isles of Scilly.

The Whitehall representative said it was vital for the LEP's values to include a strong sense of achieving delivery targets, so that the LEP was seen as an organisation that achieved things. He pointed out that government ministers' like LEP's that are good at both strategy and delivery.

Roland Tiplady pointed out that the CIoS LEP was ahead of many other LEP's in that the relationship between the Board Members was good, with the public and private sector willing to work together in unity, which was not always the case with many other LEPs.

(Adam Paynter CC returned to the room)

Decision:

- 1. That continued development of this work be delegated to the Communications Task and Finish Group, led by board member Sarah Trethowan.**
- 2. That a 'between boards' update on progress be received- and a first full draft of the pitch document for comment.**
- 3. That time be allocated at the November Board for a presentation on a revised visual identity and website for the LEP.**

Action 4: That the LEP Executive ensure that a draft of the pitch document be circulated to the Board for comment and that time is allocated at the November Board meeting re branding.

Chairman's Update (Verbal)

(Agenda No. 6)

The Head of LEP Governance and Operations gave an update based on a confidential briefing note on the work being undertaken in relation to Cornwall's Spaceport Bid.

He said that detailed proposals had been submitted to the UK Space Agency (UKSA) and Cornwall were now going forward to the 2nd stage of bidding and working specifically with operators.

Gavin Poole said that the project was having a knock-on effect of further consideration around the space industry, and that the bid for the spaceport should be underpinned by a more focused 'space strategy'. He reminded the Board of decisions made at the Board meetings of 30 November 2016 and 15 March 2017. He said that a steering group had been set-up for the strategy, and asked for the Board to be content for this group to lead on both the space strategy and space port bid.

The CC CEO said that it was vital for the UKSA to see Cornwall forming strong bonds with operators on the project, and that all efforts should be focused on ensuring confidence in Cornwall's bid, as that confidence will likely be a determining factor in the award.

She said that Cornwall Council had received an invitation to visit New Mexico and California and it was very important for Cornwall to accept that invitation and also quickly develop a strong framework to steer the project, with the help of the LEP.

She said that other LEP's in England had previously vocalised that they would back a spaceport bid in England, and that support would be very helpful to the bid if formalised at this point.

Adam Paynter CC said that the project had broad support within Cornwall Council though a formal debate on it had not taken place as of yet.

Phil Seeva CC confirmed this and said that the support was cross-party, and the next step was to convey that to the public and get a strong narrative on the wider benefits for Cornwall.

Lucy Edge felt that it was vital that Cornwall was seen as a credible option to deliver a space port, and that needed an expert board to forge a strong relationship with operators so that assurances and answers to questions were given.

She said that at present the steering group was formed by people through available means and that it needed more resource in order to progress. She said that the visit to North America could continue through the present steering group at this point, but the gap between the visit and the end of the year was a critical time in the project, with a high-end programme manager to be found and put in place.

The Whitehall representative said that the size of the opportunity on offer was considerable and that Cornwall needed to take those chances when they presented themselves, with the next 10 weeks of the project being the most critical if the bid was to be credible and successful.

Andrew Williams said that a budget was needed and that he was not aware of one being available.

Emmie Kell said that the LEP had reserves and that the Board should support the use of those reserves in developing the steering group and the bid.

The CC CEO said that reassurance needed to be given during the visit about the steering group being put in place very shortly, and that would require a considerable

'ramping-up' of time and commitment from all partners.

Lucy Edge felt it was vital to demonstrate credibility and commitment to operators and the UKSA by putting resources into the bid, and that meant a programme manager and a good quality board being put in place.

Gavin Poole pointed out that the project and the notion of investment in a spaceport had only come about due to the application process, but that if the notion of developing a space strategy and spaceport was credible then the LEP should help drive forward the idea regardless of the UKSA's award.

The CC CEO proposed that the steering group, with the authorisation of the Chair, be permitted to draw from the reserves to search for and put in place a programme manager.

The Whitehall representative said that he had several suggestions for delegates to America and would share their contact details.

The CC CEO said it was important that the LEP and partners were confident in being publicly supportive of the project and how it was to be portrayed by the public. The visit to North America is not a 'jolly', it is essential to building confidence that Cornwall is a credible bidder.

Decision:

- 1. That the Space Board be authorised to draw upon the LEP reserves to identify and appoint a programme-manager for the Spaceport project, and identify a project specific steering-group.**
- 2. That the Space Board develop a 'Space Strategy' to go alongside the 'Spaceport' bid.**

Action 5: The LEP Executive to liaise with the Space Board on the development of a space strategy

Action 6: The LEP Executive to liaise with the Space Board on the appointment of a programme manager for the Spaceport Project

Action 7: The LEP Executive to liaise with the Space Board to identify a project specific steering group.

CEO Report

(Agenda No. 7)

The report was received, which outlined overall progress across operational activity.

The item was not discussed due to time-constraints.

IoS - progress report on the Islands Futures Strategy

(Agenda No. 8)

The CEO of the Council of the Isles of Scilly presented his report.

He said that one of the most important aspects of the Strategy was the strength of the partnerships formed, which would be of great benefit to the islands and to the region.

He said it was interesting to hear mention of 'city vs urban' being discussed in the

'Smart' community, with many believing the biggest focus of investment being in Smart Cities. He said it was vital for rural and island communities to counter that belief and put forward credible projects to change those perceptions, and Smart Islands was key to that.

He said that the business voucher scheme had been very successful on the islands, many businesses had been involved, and that the full allocation of the Island Futures resource had been committed as a result of a strong application process.

He said he was encouraged by the interest shown by academia in projects on the islands, and particularly with reference to studying how people and technology currently interface and how they might do so in the future. He said that the findings of such academic studies would be key to designing better policies and services.

Any other business

(Agenda No. 9)

Andrew Williams described a potential further development of the Cornwall and Isles of Scilly EAFRD funding programme as follows:

1. That all of the remaining headroom for the Cornwall allocation up to a maximum fund value of £9.4 million is now included in the programme.
2. The £1 million maximum grant cap is removed.
3. That CIOS continues to explore an EAFRD Financial Instruments scheme with DEFRA, the BBB and the fund manager they procure to see whether it is possible to add EAFRD to the overall Cornwall and IoS FI scheme.

He sought agreement from and the Board agreed to this approach

He also said that the latest round of ERDF PA 3 was closing for call applications on 10 November. He also advised the Board of a developing bid for a 'Cornwall Embassy' in London.

Roland Tiplady said that he attended the Cornwall Chamber of Commerce (CCoC) meeting and fed back to the Board his observations, particularly in relation to the business plan. He also felt that the business plans for CCoC, LEP and Cornwall Council should be aligned, or feed into one singular business plan for the region.

The Chairman gave notice of two events, first on 20 October 2017 for 'Great South West' and the second on 26 October in Truro was Lighting the Beacon, an event to shape an action plan as to how Cornwall and the Isles of Scilly can be a 'beacon' region leading the way within the inclusive growth agenda.

Action 8: The LEP Executive to confirm whether it is possible to add EAFRD to the overall Cornwall and Isles of Scilly Investment Fund scheme.

The meeting ended at 1.45 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].