

MINUTES

Title: C&IoS LEP EZ Board

Date: Thursday 13 December 2018

Time: 09:30 – 12:30

Venue: Goonhilly Earth Station, Goonhilly
Downs, Helston, TR12 6LQ

Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Matt Hodson (MH) Mike King (MK) Nicola Lloyd (NL) Gail Eastaugh (GE) Jordan Whaley (JW) Clare Harris (CH) Tim Bagshaw (TB) Sally Edgington	CDC CDC CDC CDC CC CC (apologies) C&IoS LEP MHCLG (apologies) A&P
Cornwall Council	Iain Mackelworth (IM) representing John Betty (JB) & Glenn Caplin (GC)	Mike Spicer (MS)	
Goonhilly Earth Station Limited	Piran Trezise (PT) representing Ian Jones (IJ)	Clare Connaughton (CC) (minute taker)	CC
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	Welcomes and Introductions	
1.1	PT had another engagement so attended the meeting intermittently. MH arrived 09:45.	
2.	Apologies for Absence	
2.1	Clare Harris (CH), John Betty (JB), Glenn Caplin (GC), Sally Edgington (SE)	
3.	Housekeeping	
	a) Conflict of Interest declaration	
3a.1	PT declared an interest with regard to the GES EZ Rate Relief Application which is on the agenda today.	

<p>3b.1</p> <p>3c.1</p> <p>3d.1</p>	<p>IM declared an interest with regard to CC EZ Growth Fund Application for Hayle Marine Renewables Business Park Phase 2.</p> <p>b) Approval of Minutes of last meeting</p> <p>The previous minutes were agreed to be true and accurate record.</p> <p>c) Action Summary</p> <p>4 Governance – There is one outstanding register of interest form required from Ian Jones (GES) and Debbie Osborne (DO) to send IJ the form as a reminder for completion.</p> <p>4a.4 Accelerating Development – action on-going and creation of secondment position January – March 2019 will drive this forward.</p> <p>5a EZ Incentives and Investment Rates Modelling – action on-going and visits are planned to EZs in Cheshire and Warwickshire to look at how this Board can take ideas from the models they use and apply them to Cornwall.</p> <p>6 Review of Enquiries Pipeline and Key Events action changed to on-going.</p> <p>7 Budget – on today’s agenda</p> <p>d) Risk register</p> <p>The risk register was noted by members as well as the top rated risks report.</p>	<p>DO</p>
<p>4.</p> <p>4a.1</p> <p>4a.2</p>	<p>4. Strategy Update</p> <p>a) Floating offshore wind turbines</p> <p>Following a visit on 6 December from the Department of Business, Energy and Industrial Strategy (BEIS) and the Crown Estate, support was agreed in principle for several floating offshore wind (FLOW) turbines’ projects.</p> <p>A business case to be submitted to BEIS with costings for the pipeline projects and to include;</p> <ul style="list-style-type: none"> • Policy and Communications • Projects and Planning • Research, development and innovation • Infrastructure (ports and shipyards) • Skills and Business Support 	

	<ul style="list-style-type: none"> Investment 	
4a.3	A Priority Access Call for enhancements to Cornwall’s FLOW RD&I architecture, including enhancing the Wave Hub site.	
4a.4	The match funding for this project, if approved, would come from a mixture of public and private sector resources, and existing resources such as the LEP and Wave Hub	
4a.5	TB to co-ordinate communications’ releases with the message the wind turbines will be in place permanently.	TB
	b) Energy Innovation Zones and University Enterprise Zones	
4b.1	The following sites already produce sustainable energy or are in the process of developing it; <ul style="list-style-type: none"> United Downs (Geothermal & Rural Site) Hayle (FLOW & Coastal Site) Isles of Scilly (Island Site) 	
4b.2	TB is drafting a proposal for funding from BEIS and this is due for submission at the end of January 2019.	TB
4b.3	The use of renewable technologies in communities and manufacturing will result in lower carbon outputs and hopefully reduced energy bills.	
4b.4	It is CIOS LEP’s intention that Cornwall & IoS should act as a beacon for energy innovation development.	
4b.5	A discussion ensued concerning how EZs fit into Energy Innovation Zones. It was suggested to overlay the two since there is already a link to United Downs and Tolvaddon. A strategy is to be developed by March 2019 with input from the local Universities. TB to feed back this discussion to Caroline Carroll.	TB
4b.6	TB to clarify how the University Enterprise Zones fit in with the other energy EZs.	TB
5.	Governance	
	a) Resources	
5a.1	The job description for the vacancy of Aerohub EZ Development Manager is done and recruitment to commence January 2019. IM to share the job description with board members.	IM
	b) Budget Update	

5b.1	JW gave a brief budget update. The budget is £905k. There is £686k remaining with commitments removed before today's applications.	
6.	Rate Relief	
	a) Rate Relief Applications	
6a.1	<ul style="list-style-type: none"> 4C Architecture Ltd has 2 units at Hayle MRBP Board approved application. 	
	b) Rate Relief Renewals	
6b.1	<ul style="list-style-type: none"> CIS (UK) Ltd – Hangar 661 Board approved application. Goonhilly Earth Station Ltd – Visitor Centre. PT left the room whilst the application was discussed. IJ had prepared a paper detailing how the savings from rate relief has been spent by GES Ltd. Board approved application. 	
7.	EZ Growth Fund Applications	
7.1	CIS (UK) Ltd - Office 11. CIS applied for funding (up to £936) to cover the rates due on their office for the period of 01/04/18 to 15/08/18. Board approved application.	
7.2	Cornwall Council – Hayle MRBP Phase 2 development. IM left the room whilst this was being considered by members. A request for £75,000 was received to be used as match funding against the contribution from the Councils Investment Programme. The project will create 700sqm2 of industrial workspace. Board approved application with conditions.	
8.	Investment Pipeline and Marketing Strategy	
	a) Pipeline	
8a.1	MK gave an update on Aerohub Business Park pipeline. There are positive enquiries for several plots. MK mentioned an enquiry from a leisure business which doesn't fit the LDO profile but may be worth consideration.	
8a.2	It may attract more businesses onto the plots. It was noted the terms on the LDO can be amended through a planning application change request. Although compliance with ERDF to be noted.	

	b) Update from CRM System	
8b.1	MK reported information cannot be shared from the CRM system.	
8c.1	c) Cornwall EZs marketing and PR activity 2018 / 2019 – MK to circulate Marketing and PR update to Board.	MK
9.	Site Updates	
9a.1	a) Aerohub MK gave an update on Aerohub. Discussions continue on the disposal of several plots and within the fence line.	
9b.1	b) Goonhilly PT provided an update; <ul style="list-style-type: none"> • CC DLT visited GES recently to look at opportunities both inside and outside the 'wire'. A scale model was shown at the meeting. • PT to write a paper with a view to develop the master plan by March 2019. 	PT
9c.1	c) Falmouth Docks DJ provided an update; <ul style="list-style-type: none"> • A&P supporting off-shore wind developers and will release a feasibility study at the end of March 2019 • Developing office work space and SJ suggested having a conversation outside this meeting to explore this opportunity. 	
9d.1	d) Hayle & Tolvaddon MH provided an update of new and existing tenants for Hayle MRBP: <ul style="list-style-type: none"> • Current roofing solution manufacturer has taken two units • One business moving out January 2019 • Renewable energy business looking to expand in SW • Unit 6 now occupied • Interest in unit 3 from 3 prospective manufacturers 	
9d.2	Tolvaddon - IM and MH to meet outside this meeting to discuss an existing lead from a geotechnical survey equipment company.	
9.3	MK is developing a Cornwall Enterprise Zones website which will have links to other websites including Invest in Cornwall, CC funding and the local Universities' websites.	
9.4	The website is to promote EZs and be streamlined to reflect the customer journey. It would also link to the Energy Innovation Zones and celebrate the successes of existing Cornish	

	businesses / manufacturers as well as attracting new businesses and investors into Cornwall.	
9.5	MK to provide a structure chart for the proposed website at the next meeting. MK to refresh an existing paper for the next meeting.	MK
9.6	EZs to be positively promoted at conferences in order to attract investment and expand Cornish trade links abroad.	
10.	Skills	
10.1	Members read the paper CH had provided and it was noted CH could be contacted by phone if required. TB to follow up paper with Stacey S as clarification is needed.	TB
11.	Any Other Business	
11.1	JW to send GE the EZ Growth Fund policy. Meeting concluded at 11:42.	JW
12.	Date of next EZ Board Meeting: Thursday 06 February 2019 @ 10.00, Trelawny Room, New County Hall, Truro	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 13/12/18

Ref	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
4	Governance A Register of Interests per Board member has to be completed. LEP Executive team to provide forms for completion by EZ Board members.	DO			X	DO to send form to IJ as reminder to complete
4	4a.4 Accelerating Development Secondment position January – March 2019 will drive this forward.	IM		X		
4	4b.2 Strategic Update (Energy Innovation Zones) TB to submit application to BEIS by end Jan 2019 4a.5 Strategic Update (Energy Innovation Zones) Co-ordinate press releases with message wind turbines are in permanent situ 4b.5 Strategic Update Feedback to Caroline Carroll overlay of EZ Energy Innovation Zones with EZs. 4b.6 Strategic Update Clarify with Caroline Carroll how Uni EZ fit in with energy Ezs	TB			X	
5	Governance (resources) Send job description of AeroHub EZ Development manager to board members.	IM			X	
5a	EZ Incentives and Investment Rates Modelling IM to undertake research to understand how other LEPs have borrowed against future rates income and to consult with CC finance colleagues and report back to a future EZ Board meeting.	IM		X		Visits planned to Cheshire & Warwickshire LEPs
6	Review of Enquiries Pipeline and Key Events Goonhilly enquiries to be fed into pipeline reporting for the next meeting.	PT		X		
6	Review of Enquiries Pipeline and Key Events Single sheet, common understanding of enquiries in progress to be provided to CDC for coordination.	MK,NL,MH,PT,MC,DJ		X		
6	Review of Enquiries Pipeline and Key Events Further update on progress of the CRM system to be provided at the next Board.	MK		X		
7	Budget Budget submissions to be made to both Council and EZ Rates Fund. Update at the next EZ Board.	MK			X	
8	8c.1 – EZ Marketing update MK to provide marketing and PR update to Board	MK			X	
9	9b.1 Site update (Goonhilly) PT write paper on expansion of satellites as shown on scale model at meeting 13/12	PT			X	
9	9.5 EZ Website draft structure Provide at the next EZ Board meeting	MK			X	

10	Skills Follow up paper with Stacey S	TB			X	
11	EZ Policy (AOB) JW send to GE	JW			X	