

# Minutes

**Meeting Title:** Enterprise Zones Board  
**Date:** 30 August 2018  
**Time:** 10am to 1pm  
**Location:** Grenville Room, County Hall, Treyew Road, Truro, TR1 3AY  
**Chaired by:** Mark Duddridge

**Membership:**

<p><b>Members</b>          Mark Duddridge (MD) CloS LEP          Steve Jermy (SJ) CloS LEP          John Betty (JB) Cornwall Council          Glenn Caplin (GC) Cornwall Council          Ian Jones (IJ) GES Ltd          Drystan Jones (DJ) A &amp; P Ltd</p>	<p><b>Officers</b>          Miles Carden (MC)          Al Titterington (AT)          Tim Bagshaw (TB)          Iain Mackelworth (IM)          Jordan Whaley (JW)          Matt Hodson (MH)          Mike King (MK)          Jonathan Eddy (JE)          Melissa Thorpe (MT)          Nicola Lloyd (NL)          Piran Trezise (PT)          Gail Eastaugh (GE)          Debbie Osborne (DO)</p>
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**Attendees** Clare Harris, LEP Executive Team (CH) for Agenda Item 9

Minutes		Action
1.	<p><b>Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>Chair welcome everyone to today's meeting and in turn introductions made to group.</li> </ul>	
2.	<p><b>Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>John Betty, Tim Bagshaw, Drystan Jones and Al Titterington.</li> </ul>	
3.	<p><b>Housekeeping</b></p> <p><b>a) Conflict of Interest declarations</b></p> <ul style="list-style-type: none"> <li>Glenn Caplin declared an interest in Agenda Item 5 due to Cornwall Council being the applicant for the EZ Growth Fund application.</li> </ul> <p><b>b) Approval of Minutes of last meeting</b></p> <ul style="list-style-type: none"> <li>Minutes from the meeting held on 6 June were approved</li> </ul>	

Minutes		Action
	<p>as a true and accurate record.</p> <p><b>c) Action Summary</b></p> <ul style="list-style-type: none"> <li>• Action 1: Register of Interest forms to be amended to “ongoing”. LEP Executive to action with a deadline of 31 October.</li> <li>• Action 4: to be amended to “ongoing” as this is a piece of work that will be worked on over next 6 months and also agreed that this be a detailed agenda Item at the next meeting.</li> <li>• Action 9: to be amended to “ongoing”. Meeting with GES re marketing refresh still to be organised.</li> <li>• Action 10: to be amended to “ongoing”. Miles Carden to circulate the Evaluation report from Farnborough.</li> </ul> <p><b>d) Risk Register and Report</b></p> <ul style="list-style-type: none"> <li>• Reference 9: Work continuing on Workspace Development Plan to support investment. Links back to cashflow issue.</li> <li>• Reference 14: Issue on Capital Development. Need to consider additional resource to accelerate capital development across the zones.</li> <li>• Reference 1: Terms of Reference still to be signed off and adopted by Board.</li> <li>• Reference 5: Ongoing uncertainty in relation to Brexit which is directly impacting on contract negotiations. Mitigation should mention New Frontiers proposals.</li> </ul>	<p>TB</p> <p>IM/CC</p> <p>MK</p> <p>MC</p>
4.	<p><b>Governance</b></p> <p><b>a) EZ Board Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• Still in draft form and need to be adopted by Board. <b>Action 1: Members to review EZ Terms of Reference and feedback any comments to IM so that these can be formally adopted at the October EZ Board.</b></li> </ul> <p><b>b) Resourcing</b></p> <ul style="list-style-type: none"> <li>• There is a good case to look at increasing resource on EZ with this focussed on driving forward a capital development programme. Need to have formal discussions with Aerohub, Goonhilly and Falmouth. <b>Action 2: A formal report on resourcing to be brought to the October EZ Board for approval.</b></li> </ul>	<p>IM/CC</p> <p>IM/CC</p>
5.	<p><b>Rate Relief and EZ Growth Fund</b></p> <p><b>a) Rate Relief renewals</b></p>	

Minutes		Action
	<ul style="list-style-type: none"> <li>• Nothing to note</li> <li><b>b) Rate Relief approvals</b> <ul style="list-style-type: none"> <li>• Nothing to note</li> </ul> </li> <li><b>c) EZ Growth Fund Applications</b> <ul style="list-style-type: none"> <li>• <b><i>Cornwall’s EZ Marketing/PR Activity 2018/19 (Applicant Cornwall Development Company):</i></b> Ask of £50k. To provide the necessary resources to develop and deliver a programme of marketing collateral and PR activity for the Cornwall Enterprise Zones during 2018/19. <b>DECISION:</b> EZ Board approve funding request on the basis of more coordination and joining up approaches with other partners. <b>Action 3: IM to draft offer letter for Cornwall Development Company and process payment.</b></li> <li>• <b><i>Triskel Marine –Expansion of existing Unit 1 tenant at the Hayle MRBP into Unit 2 (Applicant Cornwall Council):</i></b> Ask of £10k. Triskel Marine is a marine data company who, through their contact with the Marine Hub Cornwall team, relocated to Unit 1 of the Marine Renewables Business Park in 2017. They subsequently developed a new product, supported by a Marine-i R&amp;D grant and secured a new contract with US based manufacturer. As a result they are looking to grow their business in Hayle and expand into the adjacent unit (unit 2), taking on additional staff. Unit 2 is currently occupied but the existing tenants have agreed to move to another vacant unit. The overall cost of the supporting Triskel’s expansion (including the costs associated with the relocation of the tenants currently occupying Unit 2) is beyond what can be justified on normal commercial terms. However, the Council is very keen to retain Triskel’s presence at the Hayle MRBP and is therefore seeking to secure funding from the EZ Growth Fund as a contribution towards the expansion and relocation costs. <b>DECISION:</b> EZ Board approve funding request. <b>Action 4: IM to draft offer letter for Triskel Marine and process payment.</b></li> </ul> </li> </ul>	<p style="text-align: center;">IM</p> <p style="text-align: center;">IM</p>
6.	<p><b>Investment Pipeline and Marketing Strategy</b></p> <p><b>a) Pipeline</b></p> <ul style="list-style-type: none"> <li>• Simeti still actively interested in locating to Aerohub and EZ members confirmed that they are still happy for CDC to engage with company.</li> </ul>	

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	<ul style="list-style-type: none"> <li>MK made the Board aware of an opportunity to secure a major inward investment at the Aerohub and is working with CAL on application from the EZ Growth Fund to be presented at a future meeting. EZ Board agreed to this application being submitted.</li> <li>Hotel site. Travelodge are still keen to expand their sites in Cornwall and looking to locate to Airport site. Would benefit as would probably partner with local hospitality provider.</li> </ul> <p><b>b) Update from CRM System</b></p> <ul style="list-style-type: none"> <li>Zoho close to being up and running but still issues on GDPR. Board members may need to sign NDAs before they can receive information. CDC to confirm.</li> </ul>	<p><b>MK</b></p>
<p><b>7.</b></p>	<p><b>Site Updates</b></p> <p><b>a) Aerohub</b></p> <ul style="list-style-type: none"> <li>Following up on the 50 new leads from Farnborough including a long term launch operator for Spaceport site.</li> </ul> <p><b>b) Goonhilly</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul> <p><b>c) Falmouth Docks</b></p> <ul style="list-style-type: none"> <li>Drystan Jones not in attendance on this occasion</li> </ul> <p><b>d) Hayle and Tolvaddon</b></p> <ul style="list-style-type: none"> <li>Continued interest in workspace and office space at both Hayle and Tolvaddon</li> </ul>	
<p><b>8.</b></p>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>No updated figures available, still working on previous allocation. <b>Action 5: An updated finance report to be brought to the October EZ Board.</b></li> </ul>	<p><b>IM/CC</b></p>
<p><b>9.</b></p>	<p><b>Skills: Education resource – STEM Skills Presentation</b></p> <ul style="list-style-type: none"> <li>Looking to raise aspirations of our young people by informing them of future career opportunities available in space sector.</li> <li>It is an exciting time for Cornwall with Spaceport, Goonhilly development and projects such as Lunar Pathfinder, so it is a good time to capitalise on the opportunities available.</li> <li>Harwell is looking to regions to help deliver the space strategy and Cornwall is well placed to develop opportunities in partnership.</li> <li>Improve the job opportunities for students wanting to get into the space industry.</li> <li>GES through events, work experience placements and the</li> </ul>	

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	<p>Satelife programme have delivered projects to 600 students this year, with a lot of dedicated resource being allocated to the delivery of these programmes. Additional resource is now required, as GES are now focussing on their major delivery projects.</p> <ul style="list-style-type: none"> <li>Looking at various sources of funding with an ask of £374k initially to support a 2 year project; this would be used to upgrade facilities, improve transportation, to potentially increase student numbers up to 12,000 over the 2 years. Some additional funding may be required depending on classroom facilities provided as part of future plans.</li> <li>With STEM a priority for CloS LEP and Cornwall Council to enhance a sustainable supply chain of qualified students, this would also be a great opportunity to attract inward investors and further develop career pathways.</li> <li>A “call” by UKSA in the Autumn is another potential funding avenue.</li> <li>Other funding sources are being explored to include CLLD and other potential LEP/Council investment.</li> <li>Aviation Skills Partnership (ASP) bid for an international Aviation Academy at RAF St Mawgan is being developed which replicates the Academy model in Norwich. Project feasibility study currently being pulled together by ASP and we need to see how this aligns with the wider ambitions of the Enterprise Zone.</li> <li><b>Action 6: Piran Trezise to forward the GES Education Proposal to share with the Board at the next meeting.</b></li> </ul>	PT
10.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>Matt Hodson advised that along with the MOR Group, the Renewable Road Map is to be refreshed. A multi partner group also set up to look at offshore and floating wind to include the repurposing of the Wave Hub. <b>Action 7: Steve Jermy to provide update at the next EZ Board on the multi partner group following their meeting on 19 September.</b></li> <li>Miles Carden advised of work to develop a project to deliver services to the South Side of the airport utilising HCA funding which was provided to the Council in 2014... Progress will be reported to both EZ Board and LEP Board.</li> <li>Ian Jones advised Board that Sandra Rothwell has been employed as a consultant for GES on development opportunities; Goonhilly will be hosting all of the world’s</li> </ul>	SJ

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<p>Space Agencies in September 2019; and Showcase event in 2019 to celebrate the 50<sup>th</sup> anniversary of the Apollo landing. Will keep Board updated on progress of above.</p>	
<p><b>Date of next meeting:</b> Thursday 31 October 2018 2pm at A&amp;P Offices Falmouth.</p>	
<p><b>Actions</b></p> <p><b>Follow up actions from meeting held on 6 June</b></p> <ul style="list-style-type: none"> <li>• Action 1: Register of Interest forms to be amended to “ongoing”. LEP Executive to action with a deadline of 31 October.</li> <li>• Action 4: Cashflow to be added as detailed item on next EZ Board Agenda</li> <li>• Action 9: Meeting with GES re marketing refresh still to be organised.</li> <li>• Action 10: Miles Carden to circulate the Evaluation Report from Farnborough to EZ Board members.</li> </ul> <p><b>Actions from today’s meeting 30 August 2018</b></p> <ol style="list-style-type: none"> <li>1. Members to review EZ Terms of Reference and feedback any comments to IM so that these can be formally adopted at the October EZ.</li> <li>2. A formal report on resourcing to be brought to the October EZ Board for approval.</li> <li>3. IM to draft offer letter for Cornwall Development Company and process payment.</li> <li>4. IM to draft offer letter for Triskel Marine and process payment.</li> <li>5. An updated finance report to be brought to the October EZ Board.</li> <li>6. Piran Trezise to forward the GES Education Proposal to share with the Board at the next meeting.</li> <li>7. Steve Jermy to provide update at the next EZ Board on the multi partner group following their meeting on 19 September.</li> </ol>	<p style="text-align: center;"><b>TB</b></p> <p style="text-align: center;"><b>IM/CC</b></p> <p style="text-align: center;"><b>MK</b></p> <p style="text-align: center;"><b>MC</b></p> <p style="text-align: center;"><b>IM/CC</b></p> <p style="text-align: center;"><b>IM/CC</b></p> <p style="text-align: center;"><b>IM</b></p> <p style="text-align: center;"><b>IM</b></p> <p style="text-align: center;"><b>IM/CC</b></p> <p style="text-align: center;"><b>PT</b></p> <p style="text-align: center;"><b>SJ</b></p>

Meeting finished at 12noon