

MINUTES			
Title:	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
Date:	Thursday 11 June 2020		
Time:	14:00 – 17:00		
Venue:	Microsoft Teams		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Miles Carden (MC) Matt Hodson (MH) Mike King (MK) Gail Eastaugh (GE) Matthew Vowels (MV) Iain Mackelworth (IM) Jordan Whaley (JW) Piran Trezise (PT) Mike Spicer (MS) Steve Jones (SJO) Clare Connaughton (minute taker)	Spaceport CDC CDC CDC CDC CC CC GES A&P A&P CC
Cornwall Council	Glenn Caplin (GC)		
Goonhilly Earth Station Limited	Ian Jones (IJ)		
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	Welcomes and Introductions	
1.1	Introductions were made.	

2. 2.1	Apologies for Absence Glenn Caplin-Grey, David Krohn and Nicola Lloyd.	
3. 3a 3a.1 3b 3b.1 3c 3c.1	Housekeeping a) Conflict of Interest declaration There were no conflicts of interest declared at this meeting. b) Approval of Minutes from the last meeting The previous minutes were agreed to be a true and accurate record. c) Action Summary The action summary was reviewed and updated (as below).	
4 4.1 4.2 4.3 4.4	South Side CAN Infrastructure Update MV provided a PowerPoint presentation outlining the background, current status, potential opportunities, funding availability and projected revenue income for this Programme. Match-funding from CC has been secured and other sources of funding have been identified to develop the area. This is a very important site within the EZ. It is an excellent business growth and inward investment location and its development could also help to underpin the viability of the airport Jobs created within the airport tend to be attract wages significantly above the average for Cornwall. There is a possibility that post Covid-19 recovery phase, further funding may be available from Central Government for investment and development. It will also be a good opportunity to progress sectors which produce clean energy, thereby aligning to the Climate Change Emergency declaration. It was agreed to arrange a workshop to examine demand and opportunities for the South Side in the context of the wider Masterplan. Action – Arrange date for workshop.	CC

4.5	This will be a standard agenda item going forward.	
5	Spaceport Update – https://virginorbit.com/mission-recap-our-first-launch-demo/	
5.1	MC provided the above link on the Virgin Orbit first launch; plans for the second launch are underway and the programme is still moving forward and the Spaceport team continues to work with partners, UK Space Agency, CAL and Goonhilly, preparing CAN for Spaceport activities and Virgin Orbit.	
6	Business Plan & Rates Model	
6.1	A business plan (refer to slides from last Board meeting) and paper has been prepared to be presented to the Council's Directorate Leadership Team (Economic Growth & Development). The paper makes the case for a facility to borrow against future rates income to support a four year investment programme in the EZs. If supported the aim is to take the paper through the Council's approval process to be presented to Cabinet in the Autumn 2020.	
7	Freeport	
7.1	Progress is being made, on behalf of the LEP, to commission support on Freeport. JW alerted members to a Webinar on Monday 15 June 2020 on Freeports.	
7.2	The consultation closes on the 13 th of July and JW will send the draft brief to members for comments.	JW
8	Floating Offshore Wind (FLOW)	
8.1	SJ shared provisional slides during the meeting on proposals for FLOW development opportunities. A consultation has been submitted by CC and LEP and the Business Plan is almost completed.	
8.2	There is a strong pipeline of projects and funding is in place. CC and LEP would like Cornwall to become a market leader in FLOW. The	

8.3	<p>proposed projects will lead to employment and support local supply chains.</p> <p>SJ has been in conversation with George Eustice MP in connection to achieving zero carbon emissions by 2030. Appropriate comms will be issued in due course.</p>	
<p>9 9a 9a.1 9a.2 9b 9b.1 9c 9c.1</p>	<p>Sites Updates</p> <p>a) Aerohub Business Park</p> <p>Sector 2 – Lettings going well despite disruption of Covid-19. The lease for units 3-8 is still on track and there is an active enquiry for the remaining industrial unit. A further lease for 2 offices is also progressing.</p> <p>Sector 11 – the lease negotiations are at an advanced stage, waiting for Local Development Order (LDO) sign off. The Sector 14 lease has fallen through as a result of Covid-19. Sector 15 office build is due for completion on 1 July. There is a new enquiry for Sector 14 which MV is following up.</p> <p>b) Goonhilly</p> <p>GHY- 6 upgrade programme – Some milestones have been revisited and readjusted. Fortunately, the impact of Covid-19 has been minimal and activities are progressing with some staff working from home, with a limited number on site. Space AI proposal will be brought back to this Board for consideration.</p> <p>c) Falmouth Docks</p> <p>The demolition of the cargo sheds is due shortly and the area should be cleared by July 2020. Work continues on Freeport status as previously mentioned, conversations regarding the Celtic Sea Offshore Floating Wind project continue, demand for cargo is starting to increase.</p>	

9c.2	Activities around the cruise market have halted since Covid-19 but will be monitored; there are a few bookings in the pipeline for next year.	
9c.3	General drop in demand for oil and gas during Covid-19 which will lead to a supply shortage in the coming months.	
9d	d) Hayle Marine Renewable Business Park	
9d.1	Interest has been shown in units 4 & 5 and current leases have been renewed. Work on North Quay and Phase 2 have commenced which will lead to job opportunities and economic growth to the area.	
9e	e) Tolvaddon	
9e.1	Zone 1 – An exclusivity agreement on Zone 1 in place and will reach HoTs shortly, they need to secure power connection which they are researching.	
9e.2	Zones 2 & 3 to be put on the market as a project has fallen through.	
9e.3	Zone 4 – MV in discussion with the promoter of a zero carbon project, which is a positive step in reducing carbon emissions and promoting clean energy. The potential purchaser plans include an extended space for RD&I purposes.	
10	Rate Relief and EZ Growth Fund	
10a	a) Rate Relief Renewals / Rate Relief Approvals	
10a.1	There are no applications received for this period; it was noted Plymouth Flying School have opted for small business rate relief, rather than EZ rate relief.	
10b	b) EZ Growth Fund Update & Applications	

10b.1	Funding allocation has been received for this financial year (£353k) but is missing allowance for Sector 2, Aerohub. JW is liaising with CC Revenues & Benefits department to correct this but the monies will be added to the following financial year (£47k).	
10b.2	An application to be submitted shortly from a tenant at Sector 2 for a grant to pay rates; which will be assessed via written procedure.	
10c	c) EZ Covid-19 Sub Board	
10c.1	The money allocated for emergency business infrastructure grants during Covid-19 has made two awards; Visit Cornwall and Chamber of Commerce. A further application from Cornwall Marine Network has been received and if approved will leave £100k in the pot.	
11	Performance Data Ministry of Housing, Communities & Local Government (MHCLG) Data Report Q4.	
11.1	Q4 report was submitted 22 May2020 and is included as an appendix to the agenda pack.	
12	Investment Pipeline and Marketing Strategy	
12a	Pipeline Opportunities	
12a.1	The Investment Pipeline tracker was noted and it was positive to note Covid-19 has had minimal impact on potential investors. Demand at Sector 2 Aerohub has outstripped units / space available which makes it a priority to develop Sector 3.	
12b	Marketing Update	
12b.1	Choose Cornwall website has been very beneficial to partners within EZs.	
12b.2	Comms – MK mentioned Financial Times is doing an item on CT&I programme attracting global businesses to the region and highlight the advantages of location, particularly the airport.	

12b.3	A meeting to be arranged to discuss asset management of Wave Hub. Action – MK, SJ, MD and MH meet to discuss possibility.	MK
13 13.1	Risk Register and Report The risk register was sent with the meeting papers. Covid-19 risk added and agreed with SJ.	
14 14.1	Any Other Business Falmouth EZ will continue to pursue FLOW initiative, port investments, supply chains and Freeport status; funding availability can be Growth Funding or funding from LIS. Action – IM to look into sources of funding.	IM
14.2	Vickery Holman is still handling enquiries for assets' lettings which will help with the recovery period.	
14.3	Wind Racer trials showcase July/August 2020 which would be a good opportunity to promote the region and network. Action – MD will suggest a Board representative to attend this event. The meeting concluded at 16:30.	MD
15 15.1	Date of next EZ Board Meeting: Thursday 15 October 2020 @ 14:00, Western Aviation, Cornwall Airport Newquay.	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 11/6/2020

Action	Owner	Status	Notes
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Ref & Date			Complete	Ongoing	Not Complete	
11/6 4.4	Arrange South Side Workshop	CC			X	
11/6 7.2	JW to circulate Freeport draft consultation documents for members' comments. Document deadline is 13 July 2020	JW	X			
11/6 12b.c	Arrange meeting to discuss possibility of CDC managing Wave Hub to the new buyer, when sold	MK			X	
11/6 14.1	IM to look into Growth Funding or LIS funding to develop Falmouth EZ – FLOW, supply chains etc	IM			X	
11/6 14.3	MD to nominate Board rep to attend Wind Race event coming up in July/Aug 2020	MD			X	
27/3 4.3	Freeports - JW seek tax advice ahead of freeport workshop	JW	X			On Today's agenda
27/3 5.1	EZ Business Plan – IM to bring back the completed plan to the next EZ Board meeting in June	IM		X		Skills review needs doing, Employment Skills Board to be established. Liaise with this Board.
27/3 6.3	PT to speak to SJ and MH on connecting FLOW with GES	SJ	X			Have met, need 2 nd one, include Catapult
27/3 7.1	Spaceport – GC-G to do an update at the next meeting. CC to send reminder.	GC-G	X			Miles did update
27/3 8.3	EZs Business Plan – GE to send 2 case studies to IM for the Business Plan	GE		x		On today's agenda
27/3 8.4	IM to update EZs' Business Plan slides ready to present at the next LEP Board meeting in May with SJ	IM	X			Updated, plan to be presented to DLT to respond
27/3 10a.2	Report on Growth Funding given to GES	PT			X	Not done yet
27/3 13b.1	Discuss marketing strategy for sector 3 – invite GE/DK/SJ/IM/MV	MH	X			Action completed – workshop has taken place
27/3 13b.2	IM to contact Phil M & Treveth to discuss delivery of AHub sector3	IM	X			Action completed – contacted Finance, Corserv to progress funding for CAL. Corserv Away Day on 10 July then update this board.

27/3 13b.3	MK to report on savings through Growth Fund monies and how funding was used	MK			X	To action in the next 2 weeks
27/3 14.1	Risk Register – JW and SJ to compose CV19 risk to the register	JW/SJ	X			
9/12 14.3	Universities EZs – Possible Internships within EZs’ sectors. Glenn to propose with Uni of Falmouth	GC		X		Carry forward
10/10 5.3	LIS Strategy Collaboration – SJ to contact Caroline Carroll to ensure LIS compliance.	SJ		X		Carry forward as not a high priority at present.
10/10 6.2	A&P – DJ to provide a summary of opportunities for Falmouth Docks after Arcadis submit findings	DJ		X		Internal review ongoing, report next time
10/10 /19 3.4	Energy strategy – consult with Cornwall Manufacturing Group to see if their model can be applied to energy sectors	SJ	X			
10/10 /19 4b.6	DIT rep re mining (see PP sent by MK)	SJ	X			Waiting for response from DIT

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