

| MINUTES | | | |
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| Title: | Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board | | |
| Date: | Friday 27 March 2020 | | |
| Time: | 14:00 – 17:00 | | |
| Venue: | Skype | | |
| Membership | Represented by | Attendees | Organisation |
| C&IoS LEP | Steve Jermy (SJ) Chair Mark Duddridge (MD) | Matt Hodson (MH) Mike King (MK) Gail Eastaugh (GE) Matthew Vowels (MV) Iain Mackelworth (IM) Jordan Whaley (JW) Piran Trezise (PT) David Krohn (DK) | CDC CDC CDC CDC CC CC GES BEIS |
| Cornwall Council | Glenn Caplin (GC) | Clare Connaughton (CC) – Minute Taker | CC |
| Goonhilly Earth Station Limited | Ian Jones (IJ) | | |
| A&P | Drystan Jones (DJ) | | |

| AGENDA ITEM & NOTES | | ACTION |
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| 1. | Welcomes and Introductions | |
| 1.1 | Introductions were made. MD had sent apologies he was going to be late in joining the meeting. SJ explained members can do Covid 19 impact comments and subsequent recovery plans under AoB. | |

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| 2. 2.1 | Apologies for Absence Glenn Caplin-Grey, Ian Jones, and Nicola Lloyd. | |
| 3. 3a 3a.1 3b 3b.1 3c 3c.1 | Housekeeping a) Conflict of Interest declaration EZ Growth Fund application submitted by Cornwall Council. IM declared an interest and left the call when the application was discussed. 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. | |
| 4 4.1 4.2 4.3 | Freeport Consultation Update JW presented this item on behalf of Nathan Cudmore (NC) who was unable to attend and who will now be leading on this on behalf of the LEP. The consultation deadline to submit proposals is 20 April 2020 and it was agreed for JW, SJ, MH to meet for one hour to discuss the consultation. Action for JW – To seek specialist advice in relation to import / export taxes, customs and duties. | JW |
| 5 5.1 5.2 | Skills Review IM has consulted with Cathie Kessell (CK) and Stacey Sleeman (SS) on EZ Growth Fund support for the skills programme. IM has incorporated this in the EZs Business Plan which he will bring back to the next Board meeting. (Action IM) Currently ESF funding is available through People Hub which CDC manages under their contract. CC has invested funds in to this | IM |

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| | programme which goes live on 8 April 2020. MK can share details of the launch with members. | |
| 5.3 | DK assured members that the department is implementing mitigation plans for Covid 19. A response to Covid 19 regarding the ESIF programme has been uploaded to the gov.uk website. | |
| 5.4 | The Cornwall Marine Network is supporting its members during this period. | |
| 6 | GES – Satellite Receiver Factory – Project Update | |
| 6.1 | PT presented slides of what work had been done using funds from EZ Growth Fund. PT confirmed that GES are preparing a submission to the EZ Growth Fund for capital funding for the project which will be match funded by Goonhilly. | |
| 6.2 | It was noted that if the request is in excess of £250k that a HM Treasury Green Book compliant business case will be required and will need to be appraised externally. PT was advised this may add more time onto the decision process. | |
| 6.3 | Action: PT to meet up with SJ and MH to discuss FLOW. | PT |
| 7 | Spaceport | |
| 7.1 | An update was not available as GC-G was not at the meeting; but will provide an update at the next meeting. | GC-G |
| 8 | Business Plan | |
| 8.1 | IM presented the proposal to accelerate the development of the EZ through bringing forward investment based on future rates growth income. The presentation will form the basis of the Business Plan which will be submitted to LEP Board and Cornwall Council. | |
| 8.2 | It is anticipated to present the plan at September 2020 Cabinet for consideration, although this may be reassessed depending upon Covid 19. | |

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| 8.3 | GE is able to provide 2 case studies of local businesses who could benefit from the funding to include in the Business Plan. Action – GE forward case studies to IM. | GE |
| 8.4 | IM to complete remaining slides which will be presented to the LEP Board on 27 May 2020. | IM |
| 9 | Sites Updates | |
| 9a | a) Aerohub Business Park | |
| 9a.1 | Lettings are going well at Sector 2 for office suites as well as the industrial units. There is 1 remaining industrial unit and one business waiting to move into a unit. | |
| 9a.2 | Sectors 11, 14 and 15 are let and there have been enquiries for sectors 5 and 6. There are other enquiries in the pipeline. | |
| 9b | b) Goonhilly | |
| 9b.1 | Work on GHY6 is on target. Due to the current crisis, key milestones will have to be amended. The majority of staff are working from home with a skeleton staff on site to perform vital operations. The power upgrade is now complete. | |
| 9c | c) Falmouth Docks | |
| 9c.1 | Demolition of the old cargo sheds has been approved, although work will have to start when Covid 19 restrictions are lifted. The demolition is not being funded by Growth Fund, but a future request for Growth Funding may be submitted for further work. | |
| 9c.2 | A&P continue to support MOD Operations and Green Marine sector; progressing with FLOW conversations and the Celtic Sea Development. | |
| 9c.3 | Falmouth EZ to have a lead role in the Celtic Sea project which can form part of the recovery after Covid 19. | |
| 9d | d) Hayle Marine Renewable Business Park | |

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| 9d.1 | Units 4 and 5 are vacant as 4C Architecture moved out. Interest has been expressed in one of these units. Demolition work has commenced on Hayle Phase 2 by Western Power Distribution. | |
| 9d.2 | A Wave Hub battery storage scheme was launched under the Centrica project. | |
| 9b.3 | North Quay residential / commercial / leisure project will commence construction as soon as restrictions are lifted. | |
| 9e | e) Tolvaddon | |
| 9e.1 | Zone 1 – An exclusivity agreement is in place for 4 months with a business which provides EV services. The business is currently looking into electricity supply for this project. | |
| 9e.2 | Zone 4 – The marketing strategy to be re-visited to re-invigorate the sales and lettings. | |
| 10 | Rate Relief and EZ Growth Fund | |
| 10a | a) Rate Relief Renewals / Rate Relief Approvals | |
| 10a.1 | In total, there were 10 rate relief renewals which were reviewed at the EZs Operational Board on 12 March. | |
| 10a.2 | Recommendation: That the Rate Relief Renewals identified within this report are approved. The Board approved the recommendation. | |
| 10a.3 | One outstanding action for PT is to provide a short report outlining how money saved by rate relief (for period 2019-20) on the visitor centre has been re-invested. | PT |
| 10b | b) EZ Growth Fund Update & Applications | |
| 10b.1 | IM left the call whilst the application for Growth Fund relating to the copyright and publication of the EZs Business Plan was discussed. The request was for £15k. | |

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| 10b.2 | Recommendation: That the EZ Growth Fund application for the project “EZ Business Plan 2020-2023 Copywriting and Production” is approved with conditions as identified within this report. | |
| 10b.3 | The Board agreed to the recommendation however there were concerns regarding the cost of the work. It was agreed that the funding will be limited to the value of the tender responses therefore allowing the market to determine the value for money. | |
| 10b.4 | SWIS Distribution has requested £113,748 Growth Fund grant to cover 4 years of business rates at the Aerohub now that the government funded rate relief reimbursement period has ceased. | |
| 10b.5 | Recommendation: That the EZ Board delegate to the LEP CEO the authority to award EZ Growth Fund for the SWIS Distribution Ltd project on an annual basis subject to receipt of satisfactory information provided by the recipient. The Board agreed the application with conditions. | |
| 10c | c) Commercial Support Fund (Marine Hub) | |
| 10c.1 | This item will be taken off the agenda going forward now that the fund has concluded. | |
| 11 | Centre for Cities Report | |
| 11.1 | As requested JW provided a headline summary of the Centre for Cities EZ report. | |
| 11.2 | It was reported job creations were lower in rural EZs compared to urban EZs. | |
| 11.3 | The data used was sourced from PAYE and not provided by businesses; which is the source of the information that is used in Cornwall. | |
| 11.4 | Cornwall was rated 18/22 but this data was taken from Aerohub only, therefore, it does not reflect a true picture. Furthermore, the | |

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| | programme is only half-way through so there is time to grow further. The report does not incorporate Energy or University EZs. | |
| 12 12.1 | Performance Data - Ministry of Housing, Communities & Local Government (MHCLG) Data Report Q4. Q4 data is not available yet. | |
| 13 13a 13a.1 | Investment Pipeline and Marketing Strategy Pipeline Opportunities MK has produced an Inward Investment Pipeline tracker which he shared with members. The tracker is anonymised and contains information on sectors, potential number of jobs creation and the current position of the lead / enquiry, along with RAG rating. | |
| 13b 13b.1 | Marketing Update The tracker also is a good indicator of how important it is to progress Aerohub Sector 3 as there are several enquiries already. It was agreed that MH will arrange a meeting to include GE, DK, SJ, IM and MV. Action MH. | MH |
| 13b.2 | Action: IM will make contact with Phil Mason and Treveth to discuss delivery of Sector 3. | IM |
| 13b.3 | JW explained that MK is required, as a condition of EZ Growth Fund, to provide evidence of the work that was completed. | MK |
| 13c 13c.1 | Managing Investment Process MK explained this is a live document so the management of the pipeline is up to date. Investments from overseas will hopefully increase. The tracker is also a good indicator of potential Growth Fund applications and rate relief applications. | |
| 14 14.1 | Risk Register and Report The risk register was reviewed and amended at the last EZs Operational Board. A Covid 19 risk has been included. | JW/SJ |

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| 15 | Any Other Business | |
| 15.1 | DJ outlined A&P Covid-19 plans including new opportunities and support to the supply chain. | |
| 15.2 | Partners continue to work from home during this period so things can continue remotely, depending on IT services. Since some events / programmes are on hold or cancelled such as Farborough International Air Show, partners can look to other opportunities they can assist in. | |
| 15.3 | Some CC staff are being redeployed to other duties and it is a time to look at accelerating RD&I projects for instance. | |
| 15.4 | IM confirmed that CC projects are continuing where possible. The meeting concluded at 16:39. | |
| 16 | Date of next EZ Board Meeting: | |
| | Thursday 11 June 2020, 14:00, Western Aviation, Cornwall Airport Newquay, Business Aviation Centre, Aerohub 1, TR8 4HP. | |

Appendix 1: Action Tracker
C & IoS LEP EZ Board
Action Tracker 27/3/2020

| Ref & Date | Action | Owner | Status | | | Notes |
|-------------|---|-------|----------|---------|--------------|-------|
| | | | Complete | Ongoing | Not Complete | |
| 27/3 4.3 | Freeports - JW seek tax advice ahead of freeport workshop | JW | | | X | |
| 27/3 5.1 | EZ Business Plan – IM to bring back the completed plan to the next EZ Board meeting in June | IM | | | X | |
| 27/3 | PT to speak to SJ and MH on connecting FLOW with | PT | | | X | |

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| 6.3 | GES | | | | | |
| 27/3 7.1 | Spaceport – GC-G to do an update at the next meeting. CC to send reminder. | GC-G | | | X | |
| 27/3 8.3 | EZs Business Plan – GE to send 2 case studies to IM for the Business Plan | GE | | | X | |
| 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 | |
| 27/3 10a.2 | Report on Growth Funding given to GES | PT | | | X | |
| 27/3 13b.1 | Discuss marketing strategy for sector 3 – invite GE/DK/SJ/IM/MV | MH | | | X | |
| 27/3 13b.2 | IM to contact Phil M & Treveth to discuss delivery of AHub sector3 | IM | | | X | |
| 27/3 13b.3 | MK to report on savings through Growth Fund monies and how funding was used | MK | | | X | |
| 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 | | Carry forward |
| 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 | |

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