

MINUTES			
Title:	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
Date:	Monday 09 December 2019		
Time:	14:00 – 17:00		
Venue:	A&P, Falmouth Docks		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair	Matt Hodson (MH) Mike King (MK) Gail Eastaugh (GE) Matthew Vowels (MV) Mike Spicer (MS) Iain Mackelworth (IM) Jordan Whaley (JW) Stacey Sleeman (SS) Piran Trezise (PT)	CDC CDC CDC CDC A&P CC CC CIOS LEP GES
Cornwall Council	Glenn Caplin (GC)	Clare Connaughton (CC) – Minute Taker	CC
Goonhilly Earth Station Limited	Ian Jones (IJ) By phone		
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	Welcomes and Introductions	
1.1	SJ welcomed members and introductions were made. PT and IJ joined the meeting by phone.	

<p>2. 2.1</p>	<p>Apologies for Absence Mark Duddridge (MD).</p>	
<p>3. 3a 3a.1 3b 3b.1 3c 3c.1</p>	<p>Housekeeping</p> <p>a) Conflict of Interest declaration Growth Fund applications – IM and GC declared an interest and absented themselves when they were discussed later in the meeting.</p> <p>b) Approval of Minutes from the last meeting The previous minutes were agreed to be a true and accurate record.</p> <p>c) Action Summary To update as appropriate from the last meeting.</p>	
<p>4 4.1 4.2 4.3 4.4</p>	<p>Skills Review</p> <p>SS gave a presentation on Skills with particular focus on the Space, Energy and Marine sectors. The presentation summarised the role and activity of the Team.</p> <p>A Skills Innovation Fund is in development which will use LEP funding for digital skills in employment. The Space Delivery Plan has been developed to embed skills within the project; in addition, funding is available for support with Spaceport outreach programme.</p> <p>Ben Bolton is leading on Digital Skills Partnership developing skills and innovation through an advisory board. There is a Zero Carbon Construction Group (a sub-group of the strategic construction group) which will embed zero carbon programme in every project.</p> <p>The Zero Carbon initiative includes projects' inputs as well as outputs and will be a cross-cutting theme within all future projects. Action: Inga Geach, Inclusion Officer, EGS to meet with SJ to discuss how to ensure zero carbon is a permanent feature in projects.</p>	<p>SJ</p>

4.5	<p>This Board is eager to encourage more bespoke professional qualifications in the Aerospace and Marine sectors. The current PA4 bid application includes a professional development framework.</p> <p>Action: It was agreed to have a meeting to progress this; to include SJ, members of SS' team, MH and DJ.</p>	SJ
<p>5 5a</p> <p>5a.1</p> <p>5a.2</p> <p>5b 5b.1</p> <p>5c 5c.1</p> <p>5c.2</p> <p>5c.3</p>	<p>Strategic Review</p> <p>Local Industrial Strategy (LIS) – Caroline Carroll (CCa) attended for this item.</p> <p>CCa gave a briefing regarding the draft LIS. It is still a draft and after further consultation with key stakeholders, will be approved by both the LEP Board and Cornwall Council (CC). The next stage is Government approval, followed by publication in March 2020.</p> <p>The LIS recognises the uniqueness of Cornwall and the development of the County's natural assets and skills. It is aligned to the Climate Change Emergency.</p> <p>Brexit</p> <p>Due to delays around Brexit, there were no notable updates for the meeting.</p> <p>Spaceport – Update provided by GC.</p> <p>Funding for Spaceport was approved by Full Council, comprising of £10m capital funding and £2m revenue funding. Funding has also been secured from Virgin Orbit, UKSA and CIoS LEP Growth Deal Funding.</p> <p>Part of the funding will be used for skills outreach programme, as previously mentioned. Virgin Orbit has scheduled a visit to Cornwall shortly. The programme can transition to delivery stage now.</p> <p>The link between space and digital skills mentioned in SS' presentation is an ongoing collaboration for the LEP and EZs.</p>	

<p>5d</p> <p>5d.1</p> <p>5d.2</p>	<p>Enterprise Zones Programme – This item was presented by IM. IM provided an update on the latest status of the proposal to refocus the delivery of the EZ Growth Fund. To do this a cash flow request will need to be made to CC. This would accelerate financial return into the Growth Fund. IM explained that the proposal will be presented to this Board and then on to LEP Board and Cornwall Council.</p> <p>Action: IM to write a proposal for the next Board meeting. Report to include input from GES and A&P.</p>	<p>IM</p>
<p>6</p> <p>6a</p> <p>6a.1</p> <p>6a.2</p> <p>6a.3</p> <p>6a.4</p> <p>6b</p> <p>6b.1</p>	<p>Sites Updates</p> <p>a) Aerohub Business Park sector 2</p> <p>Lettings at Sector 2 are going well; there is only 1 industrial unit available and 3 office suites left. The success of Sector 2 reinforces the need for high quality business units and office space. Sector 3 will provide industrial units and there is already a positive pipeline for this workspace.</p> <p>MV noted the flexibility around the workspace layout depending on the business’ needs has contributed to the success of lettings. Sector 14 is currently under negotiation and Sector 11 will shortly be occupied.</p> <p>Sector 1 which has had interest from a hotel, is undergoing demand studies at the moment to assess all viable possibilities for the plot. MV continues to manage this process.</p> <p>As a matter of interest CDC reports lettings for Sector 2, ESAM, Hayle and Tolvaddon are mainly from indigenous businesses wishing to expand.</p> <p>b) Goonhilly</p> <p>PT and IJ gave an update on recent activity including meetings with potential investors, hosting meetings in the new refurbished</p>	

	conference centre, the Goonhilly 6 project which is on target, and preparing a bid for PA3 workspace funding application.	
6b.2	PT and IJ went on a fact-finding mission to visit a business partner, the Australian Space Agency.	
6b.3	Goonhilly continues working with the Spaceport team, consolidating links between EZ and Spaceport and looking into the possibility of expanding data connectivity to Cornwall Airport Newquay.	
6c	c) Falmouth Docks	
6c.1	Ongoing engagement to develop SW marine cluster and offshore wind energy cluster. A&P continues to look at reducing carbon emissions from shipping traffic and it was agreed for DJ to take part in FLOW.	
6c.2	A&P has been awarded 'fit for nuclear status' recognition which will be useful for future projects.	
6d	d) Hayle Marine Renewable Business Park	
6d.1	100% occupancy achieved as unit 6 lease finalised to a hydrographic supplies business. Some businesses such as Triskel Marine have received industry awards which reinforces the success of EZs.	
6d.2	Cornwall Planning Group has moved into an office suite.	
6d.3	Then end of Marine I was marked with a legacy event which was covered in the Press. Marine I 2 is still waiting for confirmation.	
6d.4	Hayle Phases 2 and 3 funding were recently approved by Cabinet.	
6e	e) Tolvaddon	
6e.1	Zone 4 – potential tenant has secured a financial partner and will proceed with their lease in mid-January 2020.	
7	Rate Relief and EZ Growth Fund	
7a	a) EZ Growth Fund and Rate Relief Policies Update	

7a.1	<p>Both policies were reviewed and agreed by members. The policies have been refreshed in line with LEP Assurance Framework. The application form has also been simplified. JW added that a statement in reporting will be added to the policy. Action: The policies will be available on the LEP Website.</p>	JW
<p>7b 7b.1</p>	<p>b) Rate Relief Renewals / Rate Relief Approvals</p> <p>There are no rate relief approvals or renewals for this reporting period. JW reminded members the deadline for applications is 20 January 2020 to be considered at February's EZ Board.</p>	
<p>7c 7c.1</p>	<p>c) EZ Growth Fund Update & Applications</p> <p>IM & GC left the room at 15:52 whilst the Growth Fund applications were discussed for West Tek and Watergate Bay Hotel at Aerohub. Both applications have been appraised and were discussed at the EZ Operational Board where they were supported in principal, pending final approval.</p>	
7c.2	<p>West Tek – Members were encouraged to see this business grow and there is potential to expand into Sector 3. Recommendation: That the EZ Growth Fund application for the project “West Tek Expansion Project” is approved with conditions as identified within this report. This was approved by the Board.</p>	
7c.3	<p>Watergate Bay Hotel – Application is for Sector 15 at Aerohub which will serve as an HQ for the hotel. The predicted number of jobs (FTE) is promising and there will be a good return for CC in future rates. Recommendation: That the EZ Growth Fund application for the project “EZ rates relief application for Watergate Bay on Sector 15 Aerohub” is approved with conditions as identified within this report. Members approved this application.</p>	
7c.4	<p>The Board also approved the following recommendation: That the EZ Board delegate to the LEP CEO the authority to award EZ</p>	

<p>7d 7d.1</p>	<p>Growth Fund for the two approved projects on an annual basis subject to receipt of satisfactory information provided by the recipient.</p> <p><i>IM and GC returned to the meeting at 16:01.</i></p> <p>d) Commercial Support Fund (Marine Hub) The Fund is fully committed. There is one final payment to make for Hayle Phases 2 & 3 design.</p>	
<p>8 8.1 8.2</p>	<p>Performance Data - Ministry of Housing, Communities & Local Government (MHCLG) Data Report Q2.</p> <p>Q2 data has been submitted to MHCLG. The report provided to the Board will be reviewed for future meetings to align with the data captured from the EZ.</p> <p>It was noted 6 businesses have not replied yet so JW's team has drafted a letter explaining it is a condition of the grant to provide data.</p>	
<p>9 9.1 9.2</p>	<p>Investment Pipeline and Marketing Strategy</p> <p>Following the success of lettings at CC assets, there is a clear indication for demand in workspace and a concern we will be unable to keep up with this demand. However Sector 3 at Aerohub and Hayle Phases 2 & 3 will mitigate this concern and satisfy the demand.</p> <p>The success of 'Choose Cornwall' website is evident and Goonhilly and A & P can both market their assets to increase the revenue for EZs. MK offered to meet PT offline to discuss possibility of marketing workspace at Goonhilly on the website.</p>	
<p>10 10.1</p>	<p>Risk Register and Report</p> <p>The Risk Register has been reviewed at the Operational Board. The resource risk has reduced with MV's dedicated role as EZ Development Manager. Market failure risk has reduced as a result of the PA3 call. The risk register will be reviewed at the next EZ Op Board.</p>	

11	Any Other Business	
11.1	Conference facilities in Cornwall - SJ raised awareness to the lack of a suitable conference centre in Cornwall to hold events such as the FLOW conference. There are venues which are suitable but they are in Devon.	
11.2	Freeports – Falmouth Docks would benefit from freeport status, as it could lead to more manufacturing opportunities, such as the delivery of equipment for FLOW markets.	
11.3	MD asked SJ to raise awareness of University’s EZs and how to engage graduates more with job creation within EZs, by providing internships for them. Action: GC to have a conversation with Falmouth University.	GC
11.4	GE provided an update on Aerospace Programme. The R & D grants have assisted 50 businesses over a 2 year period. The Programme has attracted aerospace-based businesses to Cornwall, leading to global opportunities.	
11.5	There is a healthy pipeline of investors to the Aerospace industry which will create jobs and revenue for Cornwall, as well as educating students to gain skills to work in this sector.	
11.6	GE offered CDC’s services with EZ marketing as there is budget allowance left.	
11.7	Strength in Places bid currently underway for offshore wind project potentially worth £64m. The meeting concluded at 16:46.	
12	Date of next EZ Board Meeting: Thursday 13 February 2020 (venue tbc)	



Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 10/10/2019

Ref & Date	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
9/12 4.4	Zero Carbon – SJ speak to Inga Geach to ensure this item is integral in all projects	SJ			X	
9/12 4.5	Bespoke qualifications – Meeting to discuss progression – to include SJ, SS, MH & DJ	SJ			X	
9/12 5d.2	Proposal for larger projects – IM to write paper to present to next LEP meeting for approval then progress to CC for ratification	IM			X	
9/12 7a.1	Growth Fund & Rate Relief Policy – upload on LEP website	JW			X	
9/12 14.3	Universities EZs – Possible Internships within EZs' sectors. Glenn to propose with Uni of Falmouth	GC			X	
10/10 4.3	Freeports - Government consultation paper – JG to inform members when this is published	JG		X		
10/10 5.3	Workshop feedback – prepare paper to present to Cabinet with proposal for LEP to borrow funding to invest then pay back from increased business rates	IM		X		
10/10 5.3	LIS Strategy Collaboration – SR to contact Caroline Carroll to ensure LIS compliance	SR		X		
10/10 6.2	A&P – DJ to provide a summary of opportunities for Falmouth Docks after Arcadis submit findings	DJ		X		
10/10 13.2	Risk Register – Update from today and again at EZ Ops Board	JW	X			
3.4	Energy strategy – consult with Cornwall Manufacturing Group to see if their model can be applied to energy sectors	SJ	X			
7b.2	GES Growth Fund Application –MD contact PT on MoU	MD			X	
12.1	Basalt mini-bars – bring paper to next meeting with proposal from ReForcotech to relocate to Aerohub Business Park	MK			X	



4	4b.4 Strategy Update Suggest to Maf Smith of Renewable UK, that Cornwall hosts the Renewable UK Flow Conference 2020.	SJ	X			Capacity to hold in question
	4b.6 – DIT rep re mining (see PP sent by MK)	SJ			X	

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