

MINUTES			
Title:	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
Date:	Thursday 10 October 2019		
Time:	14:00 – 17:00		
Venue:	Grenville Room, New County Hall, Truro		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Miles Carden (MC) Matt Hodson (MH) Mike King (MK) Nicola Lloyd (NL) Gail Eastaugh (GE) Matthew Vowels (MV) Josie Gough (JG) Mike Spicer (MS) Iain Mackelworth (IM) Jordan Whaley (JW) Stacey Sleeman (SS)	CDC CDC CDC CDC CDC CDC MHCLG A&P CC CC CIOS LEP
Cornwall Council	Iain Mackelworth (IM) Glenn Caplin (GC)	Piran Trezise (PT)	GES
Goonhilly Earth Station Limited	Piran Trezise (PT) Ian Jones (IJ) Sandra Rothwell (SR)	Clare Connaughton (CC) – Minute Taker	CC
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	Welcomes and Introductions	
1.1	SJ welcomed members and introductions were made. Matthew Vowels, EZ Development Manager (CDC) will be attending the meetings going forward.	

<p>2.</p> <p>2.1</p>	<p>Apologies for Absence</p> <p>Glenn Caplin (GC), Mark Duddridge (MD), Piran Trezise (PT), Ian Jones (IJ), Stacey Sleeman (SS), Matt Hodson (MH) and Mike Spicer (MS). Also not present; Miles Carden (MC), Nicola Lloyd (NL).</p>	
<p>3.</p> <p>3a</p> <p>3a.1</p> <p>3b</p> <p>3b.1</p> <p>3c</p> <p>3c.1</p>	<p>Housekeeping</p> <p>a) Conflict of Interest declaration</p> <ul style="list-style-type: none"> • SR representing GES for item 9b – PCR for existing Growth Fund application • IM for item 9a and 9b – rate relief applications and EZ Growth Fund application which are from tenants of Cornwall Council assets. <p>b) Approval of Minutes from the last meeting – 13 June 2019</p> <p>The previous minutes were agreed to be a true and accurate record.</p> <p>c) Action Summary</p> <p>The actions from the previous meeting were reviewed and amended accordingly. See Appendix 1.</p> <p>It was reported that a revised MoU had been submitted by GES with regard to the Growth Deal funded project; however, the amendments proposed were unacceptable to CloS LEP.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Freeports</p> <p>Freeports offer similar benefits to EZs where normal custom and tax rules do not apply. They are designed to stimulate economic activity by lowering the duty and administrative burden on imported goods. The government is proposing 10 Freeports initially and IM wanted to raise awareness of them for the LEP and CC to consider post Brexit.</p> <p>The initiative applies to both marine and aerospace ‘zones’ so would fit in with the current EZ programme. Freeports would benefit businesses which import, process then re-export goods.</p>	

4.3	The LEP will keep this option in mind as will A&P and will make a decision after the government has published its consultation paper regarding this initiative. Action: JG to follow-up when this paper will be available for members.	JG
4.4	Another option to consider, post Brexit is a bonded warehouse.	
5.	Workshop Feedback	
5.1	An EZ workshop took place 29 July 2019 to examine a financial forward planning model for business rate income. IM presented the data showing the cash flow break down of the existing and future projects for the next 10 years.	
5.2	Based on the model from Warrington and Cheshire LEP, the local council would provide a cash flow facility to the LEP to invest which would then be repaid from the income generated from business rates. The Cheshire model invested in energy and carbon neutral programmes which would tie in with the Local Industry Strategy (LIS) and Green Cornwall. Cheshire saw a marked increase in rate revenue growth and benefits to local businesses.	
5.3	Next steps; <ul style="list-style-type: none"> • Action; Prepare a briefing paper using the data gathered from the workshop to seek backing of LEP Board and CC Leadership Team • Action: SJ will liaise with Caroline Carroll on LIS to ensure alignment of spend priorities. 	IM SJ
6.	Falmouth Docks Feasibility Study	
6.1	Arcadis has been commissioned by A&P, funded by EZ Commercial Support Fund, to undertake a feasibility study to develop existing and future markets on Falmouth Docks. The programmes under consideration for development are floating offshore wind, shipping, leisure and commercial with low carbon emissions.	
6.2	Action: DJ will present the findings to members when the report is available.	DJ

<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Floating Offshore Wind Strength In Places Fund</p> <p>A political alliance between the Cornish, Irish and Welsh was signed in Dublin, with the purpose of cooperating to develop floating offshore wind in the Celtic Sea. The next step will be the creation of an offshore wind industrial cluster, encompassing the offshore renewable sector and supply chain in the Great South West and Wales. Both will be announced in a House of Commons event on 19 November 2019 and should lead to innovative projects to increase economic development for a particular area.</p> <p>A ‘Strength in Places Fund’ bid has been made to develop floating offshore wind in Cornwall and Plymouth. The bid is designed to accelerate the development of offshore wind projects, EPCI capability and research and development institutes. If successful, the bid will attract £50k for detailed bid writing for a full proposal.</p>	
<p>8.</p> <p>8a</p> <p>8a.1</p> <p>8a.2</p> <p>8a.3</p> <p>8b</p> <p>8b.1</p>	<p>Sites Updates</p> <p>a) Aerohub</p> <p>The launch for Sector 2 took place 1 October 2019 and was a successful event. The CDC website marketing the plots has made a signification impact on sales. All the industrial units are either let or under offer and approximately 1/3 of office space is contracted.</p> <p>On Sector 14 and 15, the same business has taken occupation and is commencing with construction on one of them.</p> <p>In addition there is a strong pipeline already for Sector 3 and Treveth LLP will be commissioned to manage / develop this site to make it economically viable. It is anticipated activity will commence on Sector 3 by Spring 2020.</p> <p>b) Goonhilly</p> <p>SR updated members on the progress of the Masterplan. She again thanked the Board for granting the EZ Growth Fund money which has helped the programme enormously.</p>	

8b.2	The Masterplan includes construction / renovations of workspace, manufacturing space as well as global research facilities, led by the universities.	
8b.3	Plans are underway for a Receiver Factory with bespoke manufacturing facilities. There will be an installation of smaller antennas, replacing the larger ones. The opening is anticipated Summer 2022. Plans for the Visitor Centre have been postponed in favour of the Receiver Factory and will be revisited in early 2020.	
8b.4	It was noted the new conference centre can accommodate 200 delegates.	
8b.5	It was reported that CC have withdrawn the offer of match funding to the workspace project. Discussions are underway and other options are being explored.	
8c	c) Falmouth Docks	
8c.1	This was covered in item 6. Awareness was raised to the DfT's Clean Maritime Plan, part of the Maritime 2050 strategy and within BEIS's Industrial Strategy, the Offshore Wind Sector Deal. Both has very clear zero carbon focuses, and provided policy underpinning for low and zero carbon initiatives in the marine EZs.	
8d	d) Hayle Marine Renewable Business Park	
8d.1	There was full occupancy at one point, then one vacancy occurred but this is expected to be re-let shortly, resulting in full occupancy again.	
8d.2	For Phases 2 and 3, full funding application will be submitted after Cabinet decides on the request for match-funding in December 2019.	
8e	e) Tolvaddon	
8e.1	Ferritech Ltd is expected to submit an application for rate relief	

	shortly.	
9.	Rate Relief and EZ Growth Fund	
9a	a) Rate Relief Renewals / Rate Relief Approvals	
9a.1	IM left the room at 15:24 whilst members discussed the rate relief application and rate renewal application.	
9a.2	The EZ Board considered the rate relief application from Airblade Dynamics Ltd. The rate relief application was approved subject to conditions.	
9a.3	The EZ Board Members approved the rate relief application from Ultrabeam.	
9b	b) EZ Growth Fund Update & Applications	
9b.1	IM was still absent from the room when this was being discussed. An EZ Growth Fund application from Cobham Helicopter Academy was approved with conditions identified within the report. A previous Health and Safety concern with the hangar has been resolved and work is underway to extend the life of hangar.	
9b.2	SR exited the room at 15:30 whilst a Project Change Request from Goonhilly Earth Station related to the project “Masterplan Phase 1 and 2 Development” was being discussed. IM re-entered the room.	
9b.3	GES had submitted a PCR as there was a slippage in timescales and the Visitor Centre is no longer being pursued as part of this package of work. It was noted costs remain the same as there were further details and complexities required for funding. This request was approved by the Board and SR re-entered at 15:32.	
9b.4	It was noted the EZ Development Manager post had now been filled and the award of £75k to the project “Hayle Marine Renewables Business Park Phase 2” is no longer required as alternative funding has been secured. The funding has been added back into the ‘pot’ for reallocation.	

9c	c) Commercial Support Fund (Marine Hub) The Fund is fully committed.	
10.	Skills Review 10.1 An update on Skills will be provided at the next Board meeting in December.	
11.	Performance Data 11a a) Ministry of Housing, Communities & Local Government (MHCLG) Data Report Q1 11a.1 The Q1 report was noted; an increase in job in both Aerohub+ and Marine Hub was highlighted. 11b b) Data Collection Review 11b.1 The method for data collection has been simplified. Letters to businesses has been drafted and will be sent to them detailing this change of procedure.	
12.	Investment Pipeline and Marketing Strategy 12.1 CDC has developed the 'Choose Cornwall' website which showcases CC's economic assets all together with their specifications. This more direct marketing has resulted in an increase in occupancy across the assets. Members expressed their approval of the website. Eventually Goonhilly and Falmouth Docks can be included in this website. 12.2 MK summarised the other marketing activities, including; <ul style="list-style-type: none"> • Install billboard at Cornwall Airport Newquay with changing messages (for 1 year) • Item in Business Cornwall magazine on all sites • Short film done showcasing all CC developments which will be then shown at ESAM and Hayle MRBP. This film was shown at the launch of Aerohub Sector 2. a) Pipeline Overall, sales and lettings have been from businesses in Cornwall	

	rather than relocating businesses which have resulted in shorter sales process.	
13.	Risk Register and Report	
13.1	JW will amend as discussed today and will review at the next EZ Operational Board.	JW
14.	Any Other Business	
14.1	A new agenda item “Strategic Review” to be included for the next Board agenda. This will include; <ul style="list-style-type: none"> Local Industrial Strategy (LIS) <ul style="list-style-type: none"> CC to invite Caroline Carrol to next EZ Board Brexit Spaceport EZ programme 	CC
14.2	MV mentioned that there may be new rate relief / renewal applications which could be considered via written procedure. The meeting concluded at 15:54.	
12.	Date of next EZ Board Meeting:	
	Monday 09 December 2019 @ 14:00, A&P, Falmouth Docks.	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 10/10/2019

Ref & Date	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
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		
10/10 14.1	Strategic review & implementation plan - Caroline Carroll to give an update on LIS at next meeting	CCa		X		CCo to contact CCa (done)
3.4	Energy strategy – consult with Cornwall Manufacturing Group to see if their model can be applied to energy sectors	SJ	X			
3.5	Skills Review – on Space, Energy and Marine Sectors	SS		X		To present at December's meeting
6.5	Meeting with Corserv – MK to arrange meeting with Corserv and include LEP & CC – to discuss ways of accelerating EZs	MK	X			Workshop 29 July
7b.2	GES Growth Fund Application –MD contact PT on MoU	MD			X	
7c.1	A&P Invoices to pay – DJ to send JW invoices to process for payment	DJ	X			
8b.1	Workshop to examine rate relief model – arrange date for July2019	JW & CC	X			
12.1	Basalt mini-bars – bring paper to next meeting with proposal from ReForcetechn to relocate to Aerohub Business Park	MK			X	
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.	PT	X			To remove
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 – Circulate DIT PP on mining to members with view of asking DIT to be a business partner in future renewable energy / mining projects.	MK	X			
	4b.6 – DIT rep re mining (see PP sent by MK)	SJ			X	

Most recent at top