

MINUTES			
Title:	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
Date:	Thursday 13 June 2019		
Time:	14:00 – 17:00		
Venue:	Chi Gallos, Hayle Marine Renewables Business Park		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Matt Hodson (MH) Mike King (MK) Iain Mackelworth (IM) Jordan Whaley (JW) Stacey Sleeman (SS) (Agenda team 3 only)	CDC CDC CC CIOS LEP CC
Cornwall Council	Iain Mackelworth (IM) representing Glenn Caplin (GC)	Piran Trezise (PT) - phone Sandra Rothwell (SR)	GES Consultant for GES
Goonhilly Earth Station Limited	Piran Trezise (PT) representing Ian Jones (IJ)	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. To ensure the meeting is quorate the agenda has been amended.	
2.	Apologies for Absence	
2.1	Glenn Caplin (GC) , Josie Gough (JG)	
3.	Skills	
3.1	It was noted Dawn James was due to attend these meetings but has left the post. SS and Inga Geach (IG) to pick up on work. SS team will work with this Board to develop a skills activity programme. Existing resources can be referred to such as Beacon Initiative, Growth and Skills Hub, Skills Advisory Panel and Apprenticeship programme.	

3.2	SS is working with Caroline Carroll (CCa) on the energy strategy which will be presented to the LEP Board on 31 July 2019. The new strategy will be incorporated into the existing LEP Framework Strategy and contain an educational work stream consisting of 6 packages. SS to catch up with CCa on LEP presentation and progress of energy strategy and keep this Board up to date with the progress of the strategy	SS
3.3	Work alongside the existing Skills Advisory Panel with the overall objective of delivering seminars to all our stakeholders on identifying skills for an effective work force. Include Human Space strategy with cross cutting themes to Marine and Airport sectors.	
3.4	SJ to find out about the model used by Cornwall Manufacturing Group and see how it can be applied to the energy sectors.	SJ
3.5	For the next LEP EZ Board – do a skills review on Space, Energy and Marine Sectors.	SS
3.6	Continued activities; <ul style="list-style-type: none"> • Involve Business Clusters, educational skills’ sector, advanced manufacturing sectors, Cornwall College’s Vocational Qualifications, local industries and LEP, local delivery partners • Develop an effective Skills Strategy • Link Skills with Education early on in process • Links with Transport, Power and Heat, Marine, Farming, Construction and Fishing • Eventually aiming towards zero carbon industries. <p>SS left the meeting at 14:31.</p>	
4.	Housekeeping	
4a.1	a) Conflict of Interest declaration <ul style="list-style-type: none"> • IM representing GC on Corserv EZ Growth Fund application and Cornwall Council Project Change Request • PT and SR for GES application for EZ Growth Funding 	
4b.1	b) Approval of Minutes of last meeting – 06 February 2019 10.2 - remove brackets ‘business partner A&P’ The previous minutes were agreed to be a true and accurate record. c) Action Summary Actions completed: 4 – register of interest form IJ 4 – strategy update (CC to amend conference date to 2020), MK to recirculate	CC

	<p>PP as it has further updates</p> <p>6 – review of enquiries and key events dashboard including launch of website</p> <p>8 – Skills – update has been provided at today’s meeting</p>	
5.	Site Updates	
5a	a) Aerohub	
5a.1	Mike King gave an update on Aerohub, noting that there were a number of negotiations underway at various stages for plots and units at the site. There are several interested leads which are being managed by CDC and VH.	
5a.2	Opening ceremony aimed at end of July 2019 for Sector 2.	
5b	b) Goonhilly	
5b.1	Piran Tresize updated the Board on the developments at GES. The Conference Centre has now opened and can seat approximately 120 people. Network Operation Centre will be completed in a few weeks. Data Centre will be launched on 18 July 2019.	
5b.2	Sandra Rothwell gave a presentation on the GES Masterplan. Masterplan includes the whole site at Goonhilly; 3 buildings and one development area. The brief is for workspace / advanced manufacturing, research / innovation. Outside the fence there are plans for more dishes. A Steering Group comprising of stakeholders such as LEP, DEFRA and Areas of Outstanding Natural Beauty (AoNB) have been working on the Masterplan.	
5b.3	Proposal to use existing buildings and build new ones in the areas outside the main campus for advanced manufacturing and the development of radio astronomy and space telecommunication with University partners.	
5b.4	The natural areas on and around the site will be preserved and maintained within the Masterplan. The extended heathland will remain and continue to be a protected area.	
5b.5	Plans to develop Arthur’s yard and surrounding area with new buildings and renovation of the old visitor centre to a learning centre with accommodation.	
5b.6	Collaboration with Caroline Carroll, CC lead on renewable energy to continue.	
5b.7	SR acknowledged thanks to the Board for the EZ Growth Fund contribution towards the Masterplan. Following a question SR confirmed that the Masterplan is aligned to local development aspirations.	
5c	c) Falmouth Docks	
5c.1	Drystan Jones gave an update on the latest developments at Falmouth Docks. A&P have taken part in climate change emergency talks with Cornwall Council.	

<p>5d</p> <p>5d.1</p> <p>5e</p> <p>5e.1</p> <p>5e.2</p>	<p>Continue to investigate the opportunities for the docks around the development of the floating offshore wind industry and has attended recent events. Feasibility study into redeveloping areas of the docks has been completed and seeking final sign off before sharing with the EZ Board.</p> <p>d) Hayle</p> <p>An update was provided by Matt Hodson. Ground floor office lease progressing which will result in 100% occupancy. IM updated on further development within the Hayle EZ. CC has submitted an ERDF bid for Phase 2 and Phase 3. The outcome will be known in mid-July.</p> <p>e) Tolvaddon</p> <p>A third party marine business has also submitted an ERDF application for a new development on the Tolvaddon EZ site. As with the Hayle projects the outcome will be known mid-July.</p> <p>CC is currently putting in place a Property Management contract with CDC for a number of the Council's business facing properties including the Hayle MRBP, Aerohub Sector 2, the Aerohub Business Park and Tolvaddon Business Park. Bringing together CDC's existing business facing products and services with the ability to agree new leases on these properties creates a complete and seamless offer to inward investors and indigenous businesses looking for space to grow in county.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>Commercial in Confidence</p> <p>MK, IM and MH left the room at 15:40 whilst the Corserv EZ Growth Fund application and appraisal outcome was considered by the Board.</p> <p>The general consensus of members was the investment demonstrated poor value for money with the benefits linked to further investment with no guarantee they will be achieved. The Board felt that although there were potentially benefits to the EZ, the proposal should be funded by Cornwall Council or Corserv.</p> <p>After a discussion the Board agreed to reject the application but run a workshop (see 8b.1) and offer to work with Corserv to align their governance changes with the plans for the EZ at Aerohub.</p> <p>MK, IM and MH returned to the meeting at 15:55.</p> <p>LEP and CC will arrange a workshop with Corserv. MK to confirm.</p> <p>It was noted a former Growth Fund application has withdrawn and will be subject to a new application should they apply in the future.</p>	<p>MK</p>

<p>7. 7a 7.1</p> <p>7b 7b.1</p> <p>7b.2</p> <p>7b.3</p> <p>7b.4</p> <p>7b.5</p> <p>7c 7c.1</p>	<p>Rate Relief and EZ Growth Fund</p> <p>a) Rate Relief Renewals / Rate Relief Approvals</p> <p>Skyrora will be submitting a rate relief application which the EZ Board has agreed to review via written procedure due to time constraints.</p> <p>b) EZ Growth Fund Update & Applications</p> <p>PT was put on hold on the phone at 16:04 whilst the Growth Fund rates application for GES Masterplan Phases 1 and 2 was considered. SR also left the room.</p> <p>The outcome of the appraisal was presented to the Board and following a discussion, the Board approved the application. The conditions were agreed, however, prior to the meeting it was noted PT had expressed concern to JW regarding the inclusion of condition number 3 and had expressed a commitment to sign the MoU. The Board were concerned that this MoU had still not been signed and MD offered to speak to PT and GC to resolve. The Board were reluctant to remove the condition but offered to be pragmatic and delegated flexibility to Officers to resolve. Action: MD to liaise with PT on the MoU.</p> <p>SR re-entered the room at 16:12 and PT re-joined by phone.</p> <p>IM and MK left the room at 16:13 whilst members considered the PCR for the project “Strengthening and Balancing the CC EZ Resource”. After a discussion, the Board agreed to the PCR which will be used to cover agency fees for an EZ Development Manager.</p> <p>IM re-entered the room at 16:16.</p> <p>c) Commercial Support Fund (Marine Hub)</p> <p>JW is still waiting for A & P to send in their invoices for payment. Action: DJ follow- up on invoices.</p>	<p>MD</p> <p>DJ</p>
<p>8. 8a 8a.1</p>	<p>Strategy Update</p> <p>a) Debrief by SJ & IM on Cheshire & Warrington LEP EZ</p> <p>SJ gave a brief update on his visit to Cheshire and Warrington LEP with IM.</p> <ul style="list-style-type: none"> • Reference to Strategic Economic Plan 2040 and Local Industrial Strategy (LIS) 2030, key areas identified <ul style="list-style-type: none"> ○ Grand challenges ○ Place (including those left behind) ○ Building resilience • For Cornwall – possible strengths are; <ul style="list-style-type: none"> ○ Energy, Space, Digital • Possible Weaknesses 	

	<ul style="list-style-type: none"> ○ Transport, Fishing, Agriculture ● Regional coordination which is local provided by BEIS, MHCLG etc. has been advantageous ● Local Industry Strategy (LIS) needs to be linked to a good investment plan and secure funding from Shared Prosperity Fund and Local Growth Fund ● Focus on Energy and Environment <ul style="list-style-type: none"> ○ Local energy networks (heat and electricity) ○ Establish Energy Innovation District (funding available by Innovate UK bid) ● Cheshire and Warrington have 14 EZs – critical to have a good pipeline of projects, have a qualified, experienced EZ lead / Project Manager ● Investment <ul style="list-style-type: none"> ○ Aim to make each investment self-contained ○ Ring fence business rates to pay back lending – remainder then goes to C&W LEP ○ Key investment appraisal criteria is a 5 year payback period ○ if above 10 years, then EZ team work with bidder to reduce ● Interventions <ul style="list-style-type: none"> ○ Enabling works ○ Gap options ○ Void leases 	
8a.2	<p>In addition Warrington has established ‘Warrington & Co’¹ to enable EZs to prepare for investment. Growth rates have been ‘astronomical’. The areas of focus are;</p> <ul style="list-style-type: none"> ● Property and Estates ● Industrial Investment and Economic Growth ● Business Exchange and Network 	
8a.3	<p>Growth Hub</p> <ul style="list-style-type: none"> ● Have a strong link with LEP ● Business engagement – delivery and brokerage ● Foreign Direct Investment ● Communications 	
8a.4	<p>Critical point is high-quality advice at the first point of contact.</p>	
8a.5	<p>Cheshire and Warrington commissioned consultants Metrodynamics who provided data which still can be applied to Cornwall minus the urban element.</p>	

¹ Lead for Co is also Growth Director

8b 8b.1	b) Open-ended strategy discussion on CloS LEP EZ It was agreed not to cover this item at the meeting but to arrange a workshop in July to examine a proposed financial forward planning model for rate revenue which IM and JW are working on. Action: JW to find a date in July for workshop and bring back to the Board after the ERDF PA3 outcome.	JW
9. 9a 9a.1	Investment Pipeline and Marketing Strategy a) Pipeline This has been covered under item 5.	
9b 9b.1	b) EZ Growth Fund Marketing Update MK provided an update on the CDC EZ, Sector 2 and ESAM Communications. This report includes progress on the website and planned deliverables.	
10. 10.1	a) EZ Performance Data Report Q4 The Aerohub+ and Marine Hub MHCLG quarterly data submission were noted.	
11. 11.1	Risk Register and Report The Risk Register and Report which were updated at the Operational Board were both noted. SJ proposed that the risks are reviewed at the Workshop.	
12. 12.1	Any Other Business GES are hosting a Space Agency event in September. Meeting concluded at 16:36.	
13.	Date of next EZ Board Meeting: The next meeting is Thursday 05 September 2019 @ 14:15, Trelawny Room, New County Hall, Truro.	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 13/06/2019

Ref	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
3.2	Energy strategy presentation – SS to work with CCa to produce paper for LEP Board on 31 July Skill review on Space, Energy & Marine sectors. Present this at the LEP EZ Board in Sept.	SS			X	
3.4	Energy strategy – consult with Cornwall Manufacturing Group to see if their model can be applied to energy sectors	SJ			X	
4b.1	10.2 Previous minutes – remove brackets around ‘business partner A&P’	CC	X			
6.5	Meeting with Corserv – MK to arrange meeting with Corserv and include LEP & CC – to discuss ways of accelerating EZs	MK			X	
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 July 2019	JW & CC	X			Arranged for 29 July
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	PT reminded at EZ Ops Board 15 July.
4	4b.4 Strategy Update Suggest to Maf Smith of Renewable UK, that Cornwall hosts the Renewable UK Flow Conference 2020. 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.	SJ MK	X		X	IM to remind MK to circulate PP
6	Review of Enquiries Pipeline and Key Events Single sheet, common understanding of enquiries in progress to be provided to CDC for coordination.	MK,NL,MH, PT,MC,DJ	X			MK provided this dashboard at 13/6/19 meeting
6	Review of Enquiries Pipeline and Key Events Further update on progress of the CRM system to be provided at the next Board.	MK		X		