

Aerohub+ EZ Board Terms of Reference

1 Introduction

- 1.1 This document sets out a framework for the operation of the Aerohub+ EZ Board. The Aerohub+ EZ Board is a committee of the main LEP Board.
- 1.2 As described by Government, Enterprise Zones are designated areas across England that provide tax breaks and Government support. They are great places to do business especially for both new and expanding firms. They can benefit business, the local community and the UK economy as follows:

For businesses:

- (a) business rate discount
- (b) simplified local authority planning
- (c) government support
- (d) enhanced capital allowances (tax relief) to businesses making large plant and machinery investment

For the local community:

- (a) unlock key development sites
- (b) consolidate infrastructure
- (c) attract business
- (d) create jobs
- (e) All business rates growth generated by the Enterprise Zone is kept by the relevant local enterprise partnership and local authorities in the areas for 25 years to reinvest in local economic growth
- (f) the Government is committed to working actively with Enterprise Zones to help to unblock any barriers to delivery, such as Department for Transport support on transport infrastructure, Defra support on addressing environmental issues and the Department for International Trade advice on marketing Zones to international inward investors.

For the UK economy:

- (a) attract more foreign investment into the country
- (b) bringing jobs and businesses across England
- (c) delivering long-term, sustainable growth based on cutting-edge technology and enterprise
- (d) businesses are clustering around centres of excellence in key sectors such as financial services, bio-sciences, digital and creative industries, advanced engineering, automotive, and renewable energy.

2 The Local Context

- 2.1 The Cornwall and Isles of Scilly Local Enterprise Partnership (LEP) has been created as a result of the Coalition Government's White Paper on economic growth, 'Realising Every Place's Potential'. The Government has stipulated that LEPs will be 'business led' partnerships with the relevant authorities.
- 2.2 In response to the Government announcement that it was launching a competition to identify ten new Enterprise Zones in England, the LEP bid for an Enterprise Zone (EZ) around Cornwall Airport Newquay. This bid was successful. In 2015 a successful bid was made to extend the EZ to include Goonhilly Earth Station.
- 2.3 The two Enterprise Zone locations Goonhilly Earth Station and Cornwall Airport Newquay now offer a combination of both rates reliefs and Enhanced Capital Allowances to attract investment and growth.
- 2.4 Aerohub at Cornwall Airport Newquay - The EZ at the Airport is about attracting aerospace and related business that will grow and secure long term investment and jobs. Aerohub is the only aerospace focused EZ on an operational airport in the UK so has a unique offer to the aerospace industry and companies looking for a well-connected site with room for development. The EZ benefits area extends to: 263Ha (650 acres) in 3 airport development zones and a major Business Park. The EZ at Cornwall Airport Newquay is the largest new employment site in Cornwall with 2 Local Development Orders covering consent for over 215,000sqm (100,000 sqm airport 115,000sqm BP) of new floorspace of hangar space, offices and manufacturing and 5,000 jobs. It is anticipated that the Aerohub Enterprise Zone could deliver over 700 jobs in direct Aerospace and a further 375 in the wider economy in the next 5 years.
- 2.5 GES has been identified as a significant growth opportunity based on the uniqueness of the site's connectivity and communication infrastructure and the amount of available space for expansion and the potential attractiveness to associated space industries. The predominance of the likely inward investment to the site is likely to be micros, small and medium enterprises. The growth will be relatively low volume 200-300 but high value.

3 Aerohub+

- 3.1 Aerohub + is a working title for the Enterprise Zone that now has two distinct and separate locations (and 3 sites) at Cornwall Airport Newquay (Operational Airport and Business Park) and Goonhilly Earth Station in Cornwall.
- 3.2 Aerohub+ will create new jobs and growth. It will facilitate private sector investment within the aerospace and space sectors by creating a new aviation/aerospace and space hub that will deliver over 1,000 high value, highly skilled permanent jobs within the next 5-10 years.
- 3.3 The Governance and membership also reflects the 2 locations and 3 site dynamics within the EZ:
 1. Cornwall Airport Newquay – Operational Airport
 2. Aerohub Business Park – 150 acre development site
 3. Goonhilly Earth Station - Operational Sat Comms site
- 3.4 The private sector is at the heart of the governance of Aerohub+ and its management structure.
- 3.5 In order to meet the ambitions summarised at 1.2 above, a single EZ Board is proposed which will be supported by relevant delivery groups.
- 3.6 This document sets out the purpose and framework for the EZ Board's operation.

4 The Purpose of the Board

- 4.1 The purpose of the Board is to provide the strategic lead to drive forward the ambitions summarised above and in the context of the LEP's Strategic Economic Plan and the applications for the Aerohub+ EZ.
- 4.2 It will work with partners to utilise the resources fully so as to underpin delivery.
- 4.3 The EZ Board will:
 1. award rates reliefs to occupiers of the EZ
 2. award Enhanced Capital Allowances in accordance with the HM Treasury MoU
 3. determine how EZ rates growth (retained rates) will be invested
 4. take responsibility for such parts of MOUs with Government departments (including DCLG and HM Treasury) as may be agreed with Cornwall Council (as accountable body) from time to time. MOUs signed at the date of these ToR by Cornwall Council are at appendix A
- 4.4 Voting arrangements for the above are described at 5 below
- 4.5 Will commission a delivery organisation/s to deliver and manage the EZs on the EZ Board's behalf.

5 Voting

Award of rates reliefs to occupiers

LEP one vote
Relevant Land Owner one vote

Other (including award of ECAs and investment of retained rates)

LEP one vote per land owner plus one vote
Land Owners one vote per land owner

6 Implementation

6.1 The Board will:

1. prepare a 5 year Implementation Plan for the EZ for submission to the Secretary of State for Communities and Local Government
2. lead the annual review of that plan.
3. approve and manage major changes to the Implementation Plan.
4. receive updates from the Site Delivery Groups and provide a strategic overview of their work programme
5. ensure that required management information is provided to DCLG quarterly within 21 Working Days of the request,
6. report as necessary to the cross-government Enterprise Zones Programme Board via DCLG lead contact.

7 Membership

7.1 The EZ Board shall be as such as to provide for effective operation whilst ensuring that all relevant interests are appropriately represented.

C & IoS LEP

Chair of EZ Board	(Gavin Poole)
CEO of LEP & CEO of the EZs	(Sandra Rothwell)
LEP Chair	(Mark Duddridge)
Economy & Culture Cabinet Member and LEP Board (Cllr Julian German)	

Land Owners (3 sites – 2 locations)

Property Client Cornwall Council	(tbc)
GES Ltd	(tbc)
Cornwall Airport Ltd as operator	(Chair of CAL Ltd (Tim Jeans))

Also in attendance (**non-members**):

HM Government

Local representative	(Johnathan Eddy)
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Sector Reps

Aerospace	(tbc)
Space	Covered by GES member above

Operations

Performance & Compliance Manager, CIOS LEP (Neil Clark)
 Managing Director, Cornwall Airport Ltd (Al Titterington)
 NET MAT CEO -Secondary (Sue Martin)
 Primary School Rep [TBC]
 Aerohub+ Enterprise Zone Manager (CDC Miles Carden)
 St Mawgan and Colan Cllr rep (Cllr John Fitter)
 Goonhilly Cllr (tbc)
 Delivery team members as appropriate.

Invitees as appropriate to include:

iAero
 ESF lead
 Enterprise Advisers/Claire Harris

- 7.2 Where appropriate, voting members of the Board must provide a suitable substitute for any meeting that they are unable to attend. This alternate to be confirmed to the chair a minimum of 7 days prior to the meeting.
- 7.3 The board structure and representatives may change over time to address changing circumstances to ensure it is fit for purpose.
- 7.4 Representatives of other groups or organisations, or individuals, may be invited to attend meetings on an ad-hoc basis to provide relevant information/ presentations subject to prior agreement of voting members of the Board.
- 7.5 Independent legal and financial support will be sought as and when required.

8 Management of Board Meetings

- 8.1 Meetings will take place a minimum of 4 times a year. Additional meetings may be held as required.
- 8.2 Any matters arising that require additional information to inform a decision may be delegated to a small working group as selected by the Board.
- 8.3 Status reports and agenda shall be provided at least one week before regular Board meetings from nominated officers.
- 8.4 Only voting members of the Board (summarised at 5 above) will be permitted to vote.
- 8.5 The quorum of the Board to be a minimum of one representative from each of the LEP, CC and each relevant land owner.
- 8.6 Notes from the meetings will be taken.
- 8.7 Members must disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are seen to be properly managed or avoided. At the start of each meeting members must declare such interests. The Chair may ask for the member to leave the meeting for all or part of the meeting dependent upon the nature of that interest.

APPENDIX A

Agreements

Current MOUs

MOU with Treasury dated []
MoU with DCLG dated []

SLA – TO BE AGREED.

CC/LEP SLA dated []