

<b>MINUTES</b>			
<b>Title:</b>	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
<b>Date:</b>	Thursday 10 December 2020		
<b>Time:</b>	14:00 – 17:00		
<b>Venue:</b>	Microsoft Teams		
<b>Membership</b>	<b>Represented by</b>	<b>Attendees</b>	<b>Organisation</b>
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Miles Carden (MC) Gail Eastaugh (GE) Matthew Vowels (MV) Nicola Lloyd (NL) Iain Mackelworth (IM) Jordan Whaley (JW) Josie Gough (JG)  Piran Trezise (PT) Mike Spicer (MS) Clare Connaughton (minute taker)	Spaceport CDC CDC CDC CC CC BEIS, Cities & Local Growth GES A&P CC
Cornwall Council	Glenn Caplin-Grey (GC-G)		
Goonhilly Earth Station Limited	Ian Jones (IJ)		
A&P	Drystan Jones (DJ)		

<b>AGENDA ITEM &amp; NOTES</b>		<b>ACTION</b>
<b>1.</b>	<b>Welcomes and Introductions</b>	
1.1	Introductions were made.	

<b>2.</b> 2.1	<b>Apologies for Absence</b> Glenn Caplin-Grey, Mike King, Stacey Sleeman, Matt Hodson, and Ian Jones.	
<b>3.</b> <b>3a</b> 3a.1  <b>3b</b> 3b.1  <b>3c</b> 3c.1	<b>Housekeeping</b> <b>a) Conflict of Interest declaration</b> No conflict of interest was declared at this meeting.  <b>b) Approval of Minutes from the last meeting</b> The previous minutes were agreed as a true and accurate record.  <b>c) Action Summary</b> The action summary was reviewed and updated (as below).	
<b>4.</b> 4.1  4.2  4.3	<b>South Side Cornwall Airport Newquay (CAN) Infrastructure Update</b> The demolition of the ATC tower is underway and due for completion at the end of January 2021. Cormac is due to start work on the Spaceport infrastructure in January 2021. The final costs will be confirmed shortly. Despite the temporary closure of CAN, project work is still moving along.  Confirmation of funding for the Aviation Centre is expected before Christmas 2020, then the design phase will commence.  GE is presenting project proposals, today, for LEP funding call, which would benefit the Airport.	
<b>5.</b> 5.1	<b>Spaceport Update</b> It was noted this is the last update from Miles as he is moving to a new job role. Virgin Orbit to issue communication regarding a US launch on 20 December 2020. A Spaceport Operational Manager to be appointed.  <i>PT joined the meeting at 14:15.</i>	

<p><b>6.</b></p> <p>6.1</p> <p>6.2</p>	<p><b>Business Plan &amp; Rates Model</b></p> <p>The Business Plan report will be presented to Cabinet on 10 February 2021. A request will be made for £6.5 million to facilitate a £10 million investment programme.</p> <p>This is the last Cabinet for this financial year, as Purdah lasts 6 weeks prior to the Elections. In reality, post-Elections, the next opportunity to request funding via the Cabinet will be Summer 2021.</p>	
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Freeports</b></p> <p>IM reported that he had briefed key Council members and senior officers on the Freeport Bidding Prospectus. Questions had been raised as to whether Cornwall Airport Newquay and Falmouth Docks, which were identified as the best sites within the LEP's Scoping and Feasibility Report, had the volume of trade and the right type of trade for a Cornwall bid to be competitive. IM had been asked to consult with key industry partners to understand how they would use and benefit from Freeport status.</p> <p>The EZ Board members noted that the UK Freeport model incorporates EZ style incentives and other tax benefits and were in agreement that Freeport status would be beneficial to Cornwall and would help to attract businesses to the EZ sites. It was also agreed that an EZ bid which emphasised innovation stood a reasonable chance of success.</p> <p>Action – The LEP will write to the Council in support of a Cornwall Freeport bid. <b>JW</b> will compose the letter of support which <b>MD</b> and <b>SJ</b> will review before sending.</p>	<p><b>JW</b></p>
<p><b>8.</b></p> <p>8.1</p>	<p><b>Assembly, Integration &amp; Testing (AIT)</b></p> <p>Newland- Hardwick Ltd (NHL) has carried out a Market Research Study to scope the feasibility for an Assembly, Integration and Test (AIT) facility at CAN. The proposal includes establishing a Composites Technology Cluster across sectors, including aerospace,</p>	

<p>8.2</p> <p>8.3</p>	<p>marine and wind, and build a Composites Technology Centre. The purpose is to benefit SMEs to grow, develop skills and create jobs.</p> <p>A full report has been circulated with these minutes for reference and GE will submit an application and a Business Case for EZ Growth Fund to be considered at the next EZ Board on 11 February 2021. The request is for £300k match-funding. GE is submitting an Expression of Interest (EoI) for the LEP call to fund a £2.3 million facility.</p> <p>Andy Williams from NHL joined the meeting to provide further clarity on the report. The economic benefits of having an AIT facility ideally located at CAN are numerous and complement existing programmes such as Spaceport, Aerospace, Freeports and EZs.</p>	
<p><b>9.</b></p> <p><b>9a</b></p> <p>9a.1</p> <p><b>9b</b></p> <p>9b.1</p>	<p><b>Aerospace EZ Site Updates</b></p> <p><b>a) Aerohub</b></p> <p>Sector 2 – Gulmay has concluded their lease for 6 industrial units and 2 office suites, PH Media has moved into their office. Sector 11 is in occupation, Sector 15 has building work, and Sector 14 is under offer.</p> <p><b>b) Goonhilly</b></p> <p>GHY-3 antenna refurbishment is underway, ESA mission testing at GHY- 6, a couple of potential letting enquiries, post-Covid planning is underway to attract more investors to the site.</p>	
<p><b>10.</b></p> <p><b>10a</b></p> <p>10a.1</p>	<p><b>Marine EZ Site Updates</b></p> <p><b>a) Context</b></p> <p>I. <b>Wave Hub sale</b> – The sale is expected to conclude at the end of January 2021. It is anticipated Wave Hub Ltd will provide opportunities for the local supply chain.</p> <p>II. <b>Floating Offshore Wind RD&amp;I Support Bids</b> – Currently developing market offshore pipeline, focus is on front loading</p>	

<p><b>10b</b> 10b.1</p>	<p>supply chain, integrated skills, R&amp;D, and investments and exports. A response to the Strength in Places bid is expected Easter 2021.</p> <p><b>b) Falmouth Docks</b> Development of infrastructures within the Dock's zones, SIP bid submitted to support FLOW programme, EoI submitted for BEIS funding in relation to offshore wind programme. Also EoI for LEP call for funding towards the development plan. <b>IM</b> and <b>SJ</b> to visit Docks to review the Plan.</p>	<p><b>IM/SJ</b></p>
<p><b>10c</b> 10c.1</p>	<p><b>c) Hayle</b> Phase 2 work underway, tender for the main contractor will be released shortly, with construction commencing April 2021. Hayle MRBP – Unit 5 is the only vacant unit. <b>Action</b> - MV – SJ to discuss Wave Hub office at MRBP offline.</p>	<p><b>MV &amp; SJ</b></p>
<p><b>10d</b> 10d.1</p>	<p><b>d) Tolvaddon</b> Zone 1 lease is progressing and is waiting for information from tenant before final sign-off.</p>	
<p><b>11.</b> <b>11a</b> 11a.1</p> <p><b>11b</b> 11b.1</p> <p><b>11c</b> 11c.1</p>	<p><b>Rate Relief and EZ Growth Fund</b></p> <p><b>a) Rate Relief Renewals and Rate Relief Approvals</b> There are no applications for either category for this period. Reminder, the deadline for applications is 22 January 2021, for February's EZ Board.</p> <p><b>b) EZ Growth Fund update &amp; applications</b> An application from Greenwall was approved via written procedures.</p> <p><b>c) EZ Covid-19 sub board</b> There is approximately £100k remaining in the pot and it was agreed to retain this until 1 April 2021. Following this date, the funds will be transferred back to the EZ Growth Fund pot,</p>	

	which will also have a financial uplift for the new financial year.	
<b>12.</b> <b>12a</b>	<b>Performance Data</b> <b>a) Ministry of Housing, Communities &amp; Local Government (MHCLG) Data Report Q2 2020</b>	
12a.1	Q2 data report was submitted on 20 November 2020. Q3 report submission is due on 26 February 2021.	
<b>13.</b> <b>13a</b>	<b>Investment Pipeline and Opportunities – Report provided.</b> <b>a) Pipeline Opportunities</b>	
13a.1	Data shows the Innovation Centres are performing well and are still valuable assets for CC. TIC, in particular has good occupancy levels. There are tenants in the Healthcare sector, which is doing really well. On the downside, PIC has experienced lower occupancy, which will hopefully pick up.	
13a.2	Skills investment will be included within the Cabinet report for February 2021. <b>IM</b> and <b>SJ</b> to discuss support services for SMEs offline next year, including WRAP, the Skills Programme and will include within the Cabinet report for February 2021.	<b>IM/SJ</b>
<b>13b</b>	<b>b) Marketing Update</b>	
13b.1	This is covered within the report which was circulated with the papers.	
<b>14.</b> 14.1	<b>Risk Register and Report</b> <b>JW</b> to add a risk relating to loss of competitive advantage if a Freeport submission isn't made.	<b>JW</b>
<b>15.</b> 15.1	<b>Any Other Business</b> There were no other business items raised and the meeting concluded at 15:52.	

<b>16.</b>	<b>Date of next EZ Board Meeting:</b>	
16.1	Thursday 11 February 2021 @ 14:00, Teams.	

## Appendix 1: Action Tracker

### C & IoS LEP EZ Board

#### Action Tracker 10/12/2020

Ref & Date	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
10/12 7.3	Freeport – JW to compose letter of support on behalf of the LEP for Freeport bid	JW				
10/12 10b.1	Visit to Falmouth Docks to review renovation plan	IM & SJ				
10/12 10c.1	Discuss Wave Hub presence at Hayle MRBP	MV & SJ				
10/12 13a.2	Investment Opportunities - IM and SJ to discuss support services for SMEs offline next year, including WRAP, the Skills Programme and will include within the Cabinet report for February 2021.	IM & SJ				
10/12 14.1	Risk Register – Ezs – no competition if Freeport bid is not submitted.	JW				
22/10 8b.1	Strength in Places Funding – to discuss offline APPLICATION IN, AWAIT DEC EASTER 2021, SUMMER 2021 TO COMMENCE	PT/DJ	X			
22/10 9b.1	Amend date on Greenwall GF application and re-circulate for Extraordinary meeting	JW	X			
22/10 11b.1	MK to send CDC marketing cost to JW	MK	X			
11/6 12b.c	Arrange meeting to discuss possibility of CDC managing Wave Hub to the new buyer, when sold	MK				Overtaken by events. Closed
27/3 5.1	EZ Business Plan – IM to bring back the completed plan to the next EZ Board meeting in June	IM		X		Skills review needs doing, Employment Skills



						Board to be established. Liaise with this Board. On agenda.
<b>27/3 6.3</b>	PT to speak to SJ and MH on connecting FLOW with GES C/F	<b>SJ</b>		<b>X</b>		Have met, need 2 <sup>nd</sup> one, include Catapult Have one in NY
<b>9/12 14.3</b>	<b>Universities EZs</b> – Possible Internships within EZs’ sectors. Glenn to propose with Uni of Falmouth C/F	<b>GC</b>		<b>X</b>		Carry forward, overtaken by events but ongoing

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