

MINUTES			
Title:	Cornwall and Isles of Scilly Local Enterprise Partnership Enterprise Zone (EZ) Board		
Date:	Thursday 11 February 2021		
Time:	14:00 – 17:00		
Venue:	Microsoft Teams		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Melissa Thorpe (MT) Matt Hodson (MH) Mike King (MK) Gail Eastaugh (GE) Matthew Vowels (MV) Nicola Lloyd (NL) David Krohn (DK) Iain Mackelworth (IM) Jordan Whaley (JW) Piran Trezise (PT) Mike Spicer (MS) Stacey Sleeman (SS)	Spaceport CDC CDC CDC CDC CDC BEIS, Area Lead CloS CC CC GES A&P CloS LEP
Cornwall Council	Glenn Caplin-Grey (GC-G)	Clare Connaughton (minute taker)	CC
Goonhilly Earth Station Limited	Ian Jones (IJ)		
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	Welcomes and Introductions	
1.1	Introductions were made.	

2. 2.1	Apologies for Absence Stacey Sleeman (SS), Mandy Cosgrove (MC), Glenn Caplin-Grey (GC-G), Matthew Vowels (MV) and Ian Jones (IJ).	
3. 3a 3a.1 3b 3b.1 3c 3c.1	Housekeeping a) Conflict of Interest declaration PT left the call when the rates relief application for Goonhilly was discussed, then re-joined the meeting. b) Approval of Minutes from the last meeting The previous minutes were agreed as a true and accurate record. c) Action Summary The action summary was reviewed and updated (as below).	
4. 4.1 4.2 4.3	South Side Cornwall Airport Newquay (CAN) Infrastructure Update The ATC tower has been demolished, and the infrastructure works are due to commence in approximately 2 weeks. The infrastructure works are the first stage in preparation to support the Spaceport programme. The Aviation Centre contract has been signed with Corserv, and the design is expected to conclude within the next 2 weeks. Construction on the Aviation Centre is due to start mid-April 2021. An application has been submitted by the Spaceport team for further funding which has become available through the CloS LEP Getting Building Fund. A decision on the funding allocation is expected shortly.	
5. 5.1	Spaceport Update (MT) Good progress has been made within the last few weeks; the Spaceport team submitted an ERDF bid for R&D activity at Cornwall Airport Newquay (CAN). The University of Exeter will work alongside	

5.2	<p>Virgin Orbit (VO) at the research facility on satellite research and other Space-related projects.</p> <p>VO had a successful launch in USA which is a positive boost to the planned launch at Newquay in Spring 2022.</p>	
5.3	<p>The team are planning activities at CAN during the G7 event and to promote the Space programme and are linking in with local schools to educate students on the Spaceport programme.</p>	
6.	EZ Investment Plan	
6.1	<p>The paper is being reviewed by CC Legal and CC Finance respectively and when it has been passed by Finance, it will go to the Leader of the Council to ratify. IM is currently feeling confident the plan will be supported.</p>	
7.	Freeports	
7.1	<p>CC members were not supportive of submitting a Freeport bid, at this point in time. However, it will be important to track and re-assess the potential of Freeport status to support the floating offshore wind, space and mining/lithium sectors, as these opportunities develop.</p>	
	Greenports	
7.2	<p>The Clean Growth initiative will be highlighted at the G7 Summit this June 2021 and members are keen use this opportunity to promote FLOW sector and renewable energy sectors within Cornwall. It is also an opportunity to attract internal investment in Cornwall, from businesses within the UK and overseas.</p>	
7.3	<p>The deadline to submit requests to be part of the G7 Summit platform is next week, so it is unlikely attendance will be possible. However, members discussed running events during the G7 event to</p>	

7.4	showcase Cornish industries and how they link with the overall Government legacy aspirations. EZ Board members will develop a Business Case / Strategy for Greenports.	
8.	Aerospace EZ Site Updates	
8a	a) Aerohub	
8a.1	Lettings are going well; Sector 2 is almost full. Providing the EZ Investment Plan is approved, discussions to develop Sector 3 can start. Plot 11 sold to Swis Distribution, plot 14 - a local business has exclusivity agreement, plot 10 – interest from a local business who are expanding, plot 6 and 7 – prospective Aerospace training facility.	
8b	b) Goonhilly	
8b.1	There are positive results from GH 6 antenna, ongoing outputs with GH 3 antenna. GES liaising in a research programme with University of Oxford on a Cryogenic receiver for deep space purposes.	
8b.2	Due to Covid-19, the location of tenants has been managed in order to maintain social distancing. When Covid-19 restrictions are lifted, future and current lettings will be revisited.	
9.	Marine EZ Site Updates	
9a	a) Context	
9a.1	<ul style="list-style-type: none"> i. Wave Hub sale – The sale is expected to conclude by March 2021. ii. Floating Offshore Wind RD&I Support Bids – Strength in Places bid response expected by April 2021. 	
9b	b) Falmouth Docks	
9b.1		

<p>9c</p> <p>9c.1</p> <p>9d</p> <p>9d.1</p>	<p>The Engagement Plan is in place and an Advisory group has been set up to deliver the plan. A request for funding will be brought to the next EZ Board meeting for the above development plan.</p> <p>c) Hayle MRBP & Phase 2</p> <p>Phase 1 is mostly let; there is 1 industrial unit left, which has had some interest. Phase 2 is underway; awaiting return of the tender bids and the contractor will be awarded by mid-March 2021. Construction to commence early May 2021.</p> <p>d) Tolvaddon</p> <p>Heads of Terms (HoTs) have been agreed for the EV Service Station; the zero-carbon laundry has expressed an interest in Zone 4. It was agreed that MV will do a marketing push to promote the site.</p>	<p>MV</p>
<p>10.</p> <p>10a</p> <p>10a.1</p> <p>10b</p> <p>10b.1</p>	<p>Rate Relief and EZ Growth Fund</p> <p>a) Rate Relief Renewals and Rate Relief Approvals</p> <p><i>PT left the call whilst his rate relief application was discussed and re-joined the meeting later.</i></p> <p>The 4 recommendations on page 1 were approved by Board members. Goonhilly rate relief application, Recommendation – application is accepted with the conditions stated in the report.</p> <p>b) EZ Growth Fund update & applications</p> <p>The Growth Fund pot consists of £54k which was returned by Goonhilly, and an additional £100k from the Covid emergency grants. An application is expected from PH Media.</p>	
<p>11.</p> <p>11a</p> <p>11a.1</p>	<p>Performance Data</p> <p>a) Ministry of Housing, Communities & Local Government (MHCLG) Data Report Q3 2020</p> <p>The deadline for Q3 Data Report is 26th of February 2021.</p>	
<p>12.</p>	<p>Investment Pipeline and Opportunities</p>	

12a	a) Pipeline Opportunities	
12a.1	A report was circulated prior to the meeting; the e-health sector is performing well and there is a good pipeline of potential investors. Focus will be to convert the leads into sales.	
12b	b) Marketing Update	
12b.1	CDC continue to promote CC assets on the Choose Cornwall website; the lettings have gone well, as mentioned above. EGS has secured funding to appoint an additional member of staff to deal with Cornwall Trade and Investment (CT&I) UK-based investors.	
12b.2	It was noted there are units available at ESAM, coming up, marketing for Chi Tevyans can commence when the building has been completed. Some Innovation Centres still have office space available.	
12b.3	Future opportunities within the FLOW supply chain will be available and EZs will be promoted to capture letting spaces.	
13.	Risk Register and Report	
13.1	The risk register and risk report were noted.	
14.	Any Other Business	CC
14.1	Agenda Item for April's meeting to include Growth Fund application from A & P.	
14.2	The meeting concluded at 15.37.	
15.	Date of next EZ Board Meeting:	
15.1	Thursday 08 April 2021 @ 14:00, Teams.	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 11/02/2021

Ref & Date	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
11/2 9d.1	MV – Push on marketing for Tolvaddon lettings					
11/2 14.1	Add A & P Growth Fund application to April's agenda	CC			X	
10/12 7.3	Freeport – JW to compose letter of support on behalf of the LEP for Freeport bid	JW	X			Discuss 11/2/21
10/12 10b.1	Visit to Falmouth Docks to review renovation plan	IM & SJ	X			
10/12 10c.1	Discuss Wave Hub presence at Hayle MRBP	MV & SJ		X		
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			X	
10/12 14.1	Risk Register – Ezs – no competition if Freeport bid is not submitted.	JW	X			
22/10 8b.1	Strength in Places Funding – to discuss offline APPLICATION IN, A response is expected Easter 2021,		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	X			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.



27/3 6.3	PT to speak to SJ and MH on connecting FLOW with GES C/F 4 PROJECTS UNDERWAY – AFTER EASTER MEET	SJ		X		Have met, need 2 nd one, include Catapult Have one in NY
9/12 14.3	Universities EZs – Possible Internships within EZs’ sectors. Glenn to propose with Uni of Falmouth C/F	GC		X		Carry forward, overtaken by events but ongoing

Most recent at top

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