

MINUTES			
Title:	C&IoS LEP EZ Board		
Date:	Wednesday 06 February 2019		
Time:	10:00 – 13:00		
Venue:	Trelawny Room, New County Hall, Truro		
Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Matt Hodson (MH) Mike King (MK) Gail Eastaugh (GE) Iain Mackelworth (IM) Jordan Whaley (JW) Tim Bagshaw (TB)	CDC CDC CDC CC CC CIoS LEP
Cornwall Council	John Betty (JB) Iain Mackelworth (IM) representing Glenn Caplin (GC)	Piran Trezise (PT)	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. JB joined the meeting at 10:49.	
2.	Apologies for Absence	
2.1	Nicola Lloyd (NL) - CDC, Glenn Caplin (GC)- Cornwall Council, Mike Spicer (MS) – A&P, Sally Edgington (SE) – MHCLG	
3.	Housekeeping	
	a) Conflict of Interest declaration	

<p>3a.1</p> <p>3b.1</p> <p>3c.1</p> <p>3d.1</p>	<p>IM, on behalf of CC declared an interest regarding an EZ Growth Fund Application for ASDOT services at Cornwall Airport, Newquay.</p> <p>b) Approval of Minutes of last meeting</p> <p>The previous minutes were agreed to be true and accurate record.</p> <p>c) Action Summary</p> <p>Governance; Register of Interest form for IJ – PT to action ASAP.</p> <p>Energy Innovation Zones - Application to BEIS to be submitted within the next 2 weeks. This is on today’s agenda too.</p> <p>EZ Incentives and Investment Rates Modelling – A visit to Cheshire and Warrington LEP has been arranged for later in February.</p> <p>Review of Enquiries Pipeline; PT anticipating Masterplan will be available next week. Status to remain as ‘ongoing’.</p> <p>EZ Website draft structure; on today’s agenda.</p> <p>d) Risk Register & Report</p> <p>The risk register was noted and this agenda item to be moved to the end of the agenda going forward.</p>	<p>PT</p>
<p>4.</p> <p>4a.1</p> <p>4b.1</p> <p>4b.2</p>	<p>Strategy Update</p> <p>a) Energy Innovation Zones</p> <p>The relationship between Energy Innovation Zones, EZ University Zones and Agri-Zones is recognised as each zone complements the other. There were no further updates to note.</p> <p>b) Renewable UK Flow 2019 Conference</p> <p>MH proposed to hold the Renewable UK Flow 2019 Conference in Cornwall. Historically Scotland has taken the lead on renewable energy events but it would be a great accolade to hold the conference in Cornwall / SW.</p> <p>A business case to install 4 floating offshore wind turbines in Cornwall is being developed and will be submitted to BEIS for funding.</p>	

4b.3	It was noted a prestigious sponsor is needed to fund the conference and consideration given for a suitable venue to accommodate exhibitors and space for the delegates for other activities. A discussion took place around a suitable venue. Amongst the options suggested were Goonhilly (although alterations may not be ready in time), Eden Project or Delabole which has an adjacent wind farm.	
4b.4	Following conversations with Maf Smith of Renewable UK, SJ to contact Maf to propose that Cornwall hosts the conference and to suggest Equanought as a mainline sponsor with Claire Perry as keynote speaker.	SJ
4b.5	Other potential investors suggested for the conference are A&P and James-Fisher. If the conference does take place in Cornwall, we will liaise / align with our Scottish colleagues. <i>Gail Eastaugh joined the meeting at 10:22.</i>	
4b.6	MK shared a presentation to the Department for International Trade (DIT) outlining a business case for Cornish Mining which did receive government funding. The DIT could potentially be a good business partner to have to fund the renewable energy projects or future mining projects in Cornwall. SJ to discuss this with DIT representative. Action: MK to send the presentation to members.	SJ MK
5.	<p>Rate Relief and EZ Growth Fund</p> <p>a) Rate Relief Renewals / Rate Relief Approvals</p> <p>5a.1 There were no renewals or approval applications. The renewals for 2019/20 will be considered at the next meeting of the Board.</p> <p>b) EZ Growth Fund Applications</p> <p>5b.1 One application to be discussed under Part 2 of the agenda which is Commercial in Confidence.</p>	
6.	<p>Investment Pipeline and Marketing Strategy</p> <p>a) Pipeline</p> <p>6a.1 Aerohub – There have been several lines of enquiry. Vickery Holman managing 2 inward investors. There are 6 active, ‘live’ leads. The interest is for both office and industrial space.</p>	

6a.2	Some of the leads have proposed further expansion on Plot 2 once they have taken occupancy.	
6a.3	Tolvaddon – There have been several enquiries which are being followed up. Converting the enquiries into sales is the major task.	
	b) EZ Growth Fund Marketing Update	
6b.1	MK presented a draft copy of the EZ website structure which will go out to tender shortly. This is part of a bigger project for cornwall.com website. There will be quick links to partner websites and it is anticipated to launch the EZ part of the website by 01 April 2019.	
7.	Site Updates	
	a) Aerohub	
7a.1	MK provided an update above.	
	b) Goonhilly	
7b.1	PT provided an update. Developing a conference wing.	
	c) Falmouth Docks	
7c.1	DJ provided an update. EZ development on-going – Feasibility Study on Port development underway and a report for this will be available in April.	
	d) Hayle & Tolvaddon	
7d.1	Hayle – Unit 3 lease almost finalised. The remaining unit left after the previous tenant moved to Tremough has a potential tenant (at HoT stage). There is interest in the one remaining office space.	
7d.2	The heating system should be fully operational now following repairs as this had escalated into an H&S risk as the whole heating system was out of action for 2.5 months.	
7d.3	A bid will be submitted for the PA3 call for Phase 2 of Hayle MRBP.	
7d.4	It was noted that Marine-I is fully committed with the remaining applications due for submission next week.	
7d.5	Tolvaddon – This was previously covered. It was noted there are several	

	lines of enquiries from Marine-related businesses.	
8.	Skills	
8.1	CH to provide an update at the next board meeting. PT to submit a bid for funding for Spaceport Skills project and do a paper on EZ STEM.	
9.	EZ Growth Fund – Commercial in Confidence	
9.1	JB and IM left the room whilst the application from Cornwall Council was discussed. After deliberation members approved the EZ Growth Fund application with one condition.	
9.2	JB and IM returned at 11:12.	
9.3	The budget is likely to increase to £1.2m next year which will be confirmed at the end of this f/y. There is currently £410k remaining with circa £330k expected to be added from 18/19.	
10.	Any Other Business	
10.1	GE tabled an investment opportunity for EZ Growth Fund from a company producing Basalt ¹ fibre mini bars. ReForcetek Associates Ltd has a patent on the Basalt mini bars.	
10.2	The company, with business partner, A&P would manufacture the material to use in floating barges / property, construction and the Aerospace and Automotive industries. It would also potentially be seeking to mine the basalt and have a base to manufacture the mini bars.	
10.3	ReForcetek would therefore be looking at space at Aerohub Plot 2 to manufacture the product. This proposal comes with a risk but it is a good illustration of promoting EZs and creating jobs.	
10.4	The business could be promoted on cornwall.com and ultimately attract further investment to the region.	
10.5	A discussion ensued about providing business support to these kinds of companies by linking them to existing business contacts (CDC can assist in this).	
10.6	It was noted the LEP and CDC perform the function of business support to	

¹ An igneous rock located in Cornwall which is made into fibres as a suitable alternative to carbon fibre

10.7	<p>some extent but further support can be provided by partners and also the Corporate Leadership Board.</p> <p>Next Steps;</p> <ul style="list-style-type: none"> • Escalate this proposal to Leadership Board and LEP Board • Consult with LEP Construction Strategy Steering group on how to support this proposal and any future business support • SJ, TB, MD and MK to meet outside the meeting as a focus group to decide a way forward to support the expansion of existing businesses as well as new investors. An update will be provided at the next Board meeting in April • Develop an integrated offer to businesses by combining partner resources • Keep in touch with ReForcetechn. <p>Meeting concluded at 12:01.</p>	
11.	<p>Date of next EZ Board Meeting:</p> <p>Thursday 11 April 2019 @ 14:00, Grenville Room, New County Hall, Truro, TR1 3AY.</p>	

Appendix 1: Action Tracker

C & IoS LEP EZ Board

Action Tracker 06/02/2019

Ref	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
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 to follow up with IJ ASAP
4	4b.4 Strategy Update Suggest to Maf Smith of Renewable UK, that Cornwall hosts the Renewable UK Flow Conference 2019. 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. Also SJ to make contact with DIT rep on this matter.	SJ MK SJ			X X X	
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		
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		
8	Skills CH to provide an update at the next Board meeting	CH			X	