

MINUTES

Title: C&IoS LEP EZ Board

Time/Date: 14.00, Monday 23rd April 2018

Venue: Chi Gallos, Hayle Marine Renewables
Business Park, North Quay, Hayle

Membership	Represented by	Attendees	Organisation
C&IoS LEP	Gavin Poole (GP) Chair Mark Duddridge (MD) Simon Caklais (observer)	Miles Carden (MC) <i>absent</i> Al Titterington (AT) <i>absent</i> Tim Bagshaw Iain Mackelworth (IM) Jordan Whaley <i>absent</i> Matt Hodson (MH) Mike King (MK) Jonathan Eddy (JE) <i>Absent</i>	CDC CAN C&IoS LEP CC C&IoS LEP CDC CDC DCLG
Cornwall Council	John Betty (JB) <i>absent</i> Adam Wilkinson (AW)	Melissa Thorpe <i>Absent</i> Nicola Lloyd <i>Absent</i> Piran Trezise	CDC CDC GES
Goonhilly Earth Station Limited	Piran Tresize (PT)		
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
1.	<p>Welcomes and Introductions</p> <p>This would be the Chair's penultimate meeting as his term of office is due to expire in June 2018. The Chair welcomed Simon Caklais, new LEP board director, attending this meeting as observer.</p> <p>Matt Saich, Director of 31ten Consulting was introduced.</p>	
2.	<p>Apologies for Absence</p> <p>John Betty, Ian Jones, Miles Carden, Al Titterington, Jonathan Eddy, Melissa Thorpe, Nicola Lloyd, Jordan Whaley and Clare Harris</p>	
3.	<p>Housekeeping</p> <p>a) Conflict of Interest declaration</p> <ul style="list-style-type: none"> - None Declared. <p>b) Approval of Minutes of last meeting</p> <ul style="list-style-type: none"> - Approved. <p>c) Action Summary</p> <ul style="list-style-type: none"> - All actions completed (should have been green in the paper); - In pursuit of a joint recording and awareness approach to potential inward investment enquiries a template for providing input had been provided to A&P and GES and now awaited input from them. 	DJ / PT

	<p>d) Risk register – IM provided a summary of actions against key risks sheet</p> <ul style="list-style-type: none"> - Rate Relief – a paper covering rate relief options at Aerohub is on the agenda. - Market Failure - It was proposed that a presentation be brought to the next EZ Board on the Workspace Development Programme proposals being developed by Cornwall Council as part of their Investment Programme. PT asked to what extent these proposals sector focused or about providing more generic workspace. IM confirmed that the proposals were about meeting general workspace demand across Cornwall but this would include supporting development of the EZ sites. - Resourcing – Vickery Holman are supporting the management of enquiries on the Aerohub Business Park and work continues with CDC to backfill the gap created by the current Aerohub teams focus on Spaceport. - EZ Governance – the Terms of Reference were now with the LEP for consideration. IM was asked to recirculate the document to the EZ Board members for consideration. - Cash Flow – IM confirmed that this risk related to forward funding investment on the basis of future income into the EZ growth fund from retained rates. A presentation on forecasting rates income to follow on the agenda. 	<p>IM</p> <p>IM/All</p>
<p>4.</p>	<p>Governance</p> <p>IM provided an update on the LEP Assurance Framework:</p> <ul style="list-style-type: none"> - Following the Mary Ney review of all LEPs a series of new measures have been implemented to increase transparency in LEP delivery and decision making. - Papers need to be posted on the LEP website 5 working days before the EZ Board meets and minutes 10 working days after the meeting. - The Council acts as accountable body for the LEP and the Section 151 officer for the Council will need to sign off all decisions for the LEP Board and LEP sub-boards which includes the EZ Board. - As a result the EZ Operational Board will need to review all papers for the EZ Board (this includes applications for rate relief and EZ Growth funds) to ensure that they are complete before they are sent to the Section 151 Officer and subsequently issued to the EZ Board via the website. - A register of interests per Board Member will need to be completed. The LEP Executive team to provide the forms for completion by EZ Board members. - In light of this IM agreed to check and confirm the sequence of dates for the EZ Operational Board and EZ Board for the coming year. - To the extent not already covered, any update from the operational board would be a standing item on the "Governance" part of the agenda. 	<p>JW / TB</p> <p>JW / IM</p> <p>IM</p>
<p>5.</p>	<p>EZ Incentives & Investment</p> <p>a) Rates Modelling</p>	

	<ul style="list-style-type: none"> - A presentation was provided by 31Ten on the bespoke rates model developed for the Cornwall Enterprise Zones. - The model provides a means of forecasting the rates income from development in the EZ sites and can be used to support the business case for borrowing to fund investment. - IM to undertake research to understand how other LEPs have borrowed against future rates income and to consult with CC finance colleagues and report back to a future EZ Board meeting. - The slides and spreadsheets from the presentation will be circulated to EZ Board members. <p>b) Rates reliefs & ECA approvals</p> <ul style="list-style-type: none"> - There were none <p>c) Aerohub Rates Relief Options</p> <ul style="list-style-type: none"> - IM presented a paper recommending the use of the EZ Growth Fund (retained rates) to fund an extension of the rate relief offer at the Aerohub <u>or</u> to cease offering rate relief and amend the marketing materials accordingly. - Following a debate about the costs and benefits of continuing to offer rate relief, the Board agreed to approve the recommendation to use the EZ Growth Fund (retained rates) to fund an extension of the rate relief offer at the Aerohub on a tapering basis. In order to give a steer to those marketing the Aerohub site, the taper to offer to the market would be as follows: <p style="margin-left: 40px;">Year 1 - 100% Year 2 - 100% Year 3 - 75% Year 4 - 50%</p> <p style="margin-left: 40px;">The taper could be flexed on a case by case basis as appropriate.</p> <p>d) EZ Growth Fund</p> <ul style="list-style-type: none"> - £905,000 in the pot - £45,000 committed - £860,000 available - There were no new applications to the EZ Growth Fund. 	<p>IM</p> <p>TB</p>
6.	<p>Review of Enquiries Pipeline and Key Events</p> <ul style="list-style-type: none"> - A series of commercial in confidence enquiries were reviewed and discussed by the Board. In particular there has been significant progress with regard to a key investor in the space sector. - MH report that Marine Hub’s attendance of the Oceanology conference had generated a good level of interest in the Marine EZ offer – enquiries now being collated and 	

	<p>progressed through the CDC.</p> <ul style="list-style-type: none"> - The Marine Hub Cornwall team are involved in the process of updating the Marine Renewables Roadmap and revising web pages to be more compliant with the LEP's 10 Opportunities. - PT reported a good level of enquiries for Goonhilly following GES's participation in Colorado space event. This will be fed into the pipeline reporting for the next meeting. - The Board emphasised importance of single sheet, common understanding of enquiries in progress – to be provided to CDC to coordinate. - MK informed the Board that CDC is in the final stages of setting up a CRM system which will improve the management and reporting on the enquiries pipeline. A further update on progress on the CRM system will be provided at the next Board. - A&P are in the process of developing CGI imagery to show how a fully realised EZ development might be realised – including a new 350 metres long Renewables Wharf. 	<p>PT</p> <p>MK, NL, MH, PT, MC, DJ</p> <p>MK</p>
7.	<p>Budget</p> <ul style="list-style-type: none"> - MK briefly described the development of the 18/19 EZ budget, in addition to specific Marine and Aerospace projects – budget submissions to be made to both Council and EZ Rates Fund. Update at the next EZ Board. 	<p>MK</p>
8.	<p>Any other business</p> <p>There was no skills or projects update as key individuals had given their apologies for this meeting.</p> <p>There was no other business.</p>	
9.	<p>Date of next EZ Board Meetings</p> <p>11am Wednesday 6th June, Trelawny Room, NCH, Truro</p>	