

## MINUTES

**Title:** C&IoS LEP EZ Board

**Date:** Wednesday 31 October 2018

**Time:** 14.00 – 17.00

**Venue:** A & P Offices, Falmouth Docks, TR11  
4NR

Membership	Represented by	Attendees	Organisation
C&IoS LEP	Steve Jermy (SJ) Chair Mark Duddridge (MD)	Miles Carden (MC) Matt Hodson (MH) Mike King (MK) Nicola Lloyd (NL) Gail Eastaugh (GE) Iain Mackelworth (IM) Jordan Whaley (JW) Clare Harris (CH) Tim Bagshaw (TB)	CDC (apologies) CDC CDC CDC (apologies) CDC (apologies) CC CC CC (apologies) CIO S LEP (apologies)
Cornwall Council	John Betty (JB) (apologies) Glenn Caplin (GC)	Jonathan Eddy (JE) Mike Spicer (MS)	MHCLG (apologies) A&P
Goonhilly Earth Station Limited	Piran Trezise (PT) Ian Jones (IJ) (apologies)	Clare Connaughton (CC) (minute taker)	CC
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ACTION
<b>1.</b>	<b>Welcomes and Introductions</b>	
1.1	MD took the Chair as SJ gave notice he was running late. PT also messaged to say he was arriving late.	
1.2	Mike Spicer (MS), Finance Director for A&P joined this meeting and will attend the meetings going forward.	<b>DO</b>
<b>2.</b>	<b>Apologies for Absence</b>	
2.1	Jonathan Eddy (JE), Tim Bagshaw (TM), Ian Jones (IJ), Miles Carden (MC), Gail Eastaugh (GE), Nicola Lloyd (NL), Clare Harris (CH), John Betty (JB)	
<b>3.</b>	<b>Housekeeping</b>	
	<b>a) Conflict of Interest declaration</b>	
3a.1	GC declared an interest with regard to the Cornwall Council EZ Growth Fund Application which is on the agenda today.	

3b.1	<p><b>b) Approval of Minutes of last meeting</b></p> <p>The previous minutes were agreed to be true and accurate record.</p>	
3c.1	<p><b>c) Action Summary</b></p> <p><b>3c:1 Register of interest forms</b> – Debbie Osborne (DO) (CIOs LEP) to follow up on the last couple of outstanding forms. It was noted it is vital to for all members to complete this form to comply with LEP governance. MS to complete one too.</p> <p><b>3c:4 Cash flow</b> – To be discussed on today’s agenda.</p> <p><b>3c:9</b> MK reported that he had met with PT regarding marketing of the GES.</p> <p><b>3c:10 Evaluation Report from Farnborough</b> – Action not completed so to remain ‘ongoing’.</p> <p><b>4a:1 Terms Of Reference (TOR)</b> – This document was recirculated for comments and was on today’s agenda. The Board formally accepted to adopt them and it was noted they can be amended as required with agreement by members. Action completed.</p> <p><b>4b:2 Resourcing</b> – This is to be discussed at the next meeting 13 December. CC to include in the next agenda.</p> <p>CC to update the Action Tracker.</p> <p><b>d) Risk register – IM provided a summary of actions against key risks sheet</b></p>	<p><b>DO</b></p> <p><b>CC</b></p> <p><b>CC</b></p>
3d.1	<p>Market Failure (risk #9) remains at red. EZ governance (risk # 1) to go to green following the adoption of the TORs. Cash Flow and Resourcing risks are on today’s agenda. Brexit risk is ongoing.</p>	
3d.2	<p>All other risks’ ratings remain the same.</p> <p><i>PT arrived at 14.11.</i></p>	
4.	<p><b>Strategy Update</b></p> <p><b>a) Accelerating Development</b></p>	
4a.1	<p>IM presented a review of achievements and challenges ahead for</p>	

<p>4a.2</p> <p>4a.3</p> <p>4a.4</p> <p>4b.1</p> <p>4b.2</p> <p>5.</p>	<p>Cornwall Enterprise Zones. IM highlighted achievements to date and all the businesses which have located on the EZ sites. The challenges ahead;</p> <ul style="list-style-type: none"> <li>• Running out of space - demand exists but the existing space is close to capacity, therefore growth requires the provision of new space, across all sites.</li> <li>• Viability issues associated with the commercial workspace means that public intervention is often required to deliver new workspace.</li> <li>• Running out of time - there is 3.5 years of government funded rate relief on the EZ. Therefore, to fully capitalise on EZ status there is a need to accelerate delivery of new built space to meet demand.</li> </ul> <p>The EZ Growth Fund is a tool at the disposal of the EZ Partners which could be used to accelerate delivery. IM outlined 2 potential models to increase the impact of the EZ Growth Fund on project delivery. Members discussed the advantages and disadvantages of both models and it was agreed that the preferred model was one where rate growth was retained within a single pot with CC asked to provide a cash flow facility for the LEP to be drawn down against future rate growth.</p> <p>The agreed model was seen to reinforce the cohesion between the EZs and more likely to have the greatest potential to support investment with the greatest long term impact.</p> <p>IM to develop a detailed paper on the cash flow proposals for consideration by the Council and LEP Board.</p> <p><i>Steve Jermy arrived at 14.42.</i></p> <p><b>b) Energy Innovation Zones - update from SJ</b></p> <p>Hayle MBP and Falmouth Docks currently looking at ways to generate sustainable energy such as floating offshore wind turbines. United Downs use geo-thermal energy and Isles of Scilly is leading the way in sustainable energy.</p> <p>Falmouth University is currently working in this area and links have been made with them. Caroline Carroll (Innovation lead) is currently involved in researching sustainable energy as part of Green Cornwall and the Board can connect with Caroline and also the Regeneration team.</p> <p><b>Governance</b></p> <p><b>a) EZ Board Terms of Reference</b></p>	<p>IM</p>
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5a.1	This was discussed earlier in the meeting under the Action Tracker.	
	<b>b) Budget Update</b>	
5b.1	JW gave a brief budget update. There were no significant changes to note.	
<b>6.</b>	<b>Rate Relief and EZ Growth Fund</b>	
	<u>Rate Relief</u>	
6.1	There was one rate renewal application from Apple Aviation which the Board approved and no new applications.	
	<u>EZ Growth Fund Applications</u>	
6.2	There were 2 applications; the first one is from Goonhilly and at this point PT left the room (15.07) when it was discussed. This application was approved by members.  <i>PT re-entered at 15.10.</i>	
6.3	The second application is from CC and IM and GC left the room at 15.10 whilst it was being discussed by members. The Board approved this application too.	
6.4	The application from CC is to recruit an EZ Development Manager for Aerohub for one year. It was agreed to share the role profile with members of the Board so the person with the correct skills set is appointed.	
6.5	MK and MV (Aerohub team) offered to assist in this process.  <i>IM and GC re-entered the room 15.15.</i>	
6.6	The Growth Fund commitments were discussed and due to Triskel not expanding into Unit 2 at Hayle MBP, £10k has now been returned to the fund. It was noted CC needs to speed up the lease agreement process to avoid potential tenants losing interest and going elsewhere.	
<b>7.</b>	<b>Investment Pipeline and Marketing Strategy</b>	
7.1	MK provided an update on leads at Aerohub Business Park. PT provided an update on GES. GES to host a space agency showcase next year.	
<b>8.</b>	<b>Site Updates</b>	
	<b>a) Aerohub</b>	
8a.1	MK provided an update above.	

8b.1	<p><b>b) Goonhilly</b></p> <p>PT provided an update.</p>	
8c.1	<p><b>c) Falmouth Docks</b></p> <p>DJ provided an update.</p>	
8d.1	<p><b>d) Hayle &amp; Tolvaddon</b></p> <p>MH provided an update of new tenants for Hayle MBP: 4C Architecture have taken two units.</p>	
8d.2	<p>MH provided an update on Tolvaddon with details of potential future development.</p>	
<b>9.</b>	<b>Skills</b>	
9.1	<p>This item to be brought to the next meeting for CH to provide an update. CC to put on the next agenda.</p>	<b>CC</b>
<b>10.</b>	<b>Any Other Business</b>	
10.1	<p>JW requested an EZ marketing update from CDC.</p> <p>Meeting concluded at 16.03, followed by a tour of the yard.</p>	
<b>11.</b>	<p><b>Date of next EZ Board Meeting:</b> Thursday 13 December @ 10.00, Goonhilly Earth Station, Goonhilly Downs, Helston, TR12 6LQ</p>	

Appendix 1: Action Tracker

## C & IoS LEP EZ Board

### Action Tracker

Ref	Action	Owner	Status			Notes
			Complete	Ongoing	Not Complete	
3c	<b>Housekeeping Action Summary</b> In pursuit of a joint recording and awareness approach to potential inward investment enquiries a template for providing input has been provided to A&P and GES and now awaited input from them.	DJ/PT			X	
3d	<b>Housekeeping Risk Register - Market Failure</b> A presentation to be brought to the next EZ Board on the Workspace Development Programme proposals being developed by Cornwall Council as part of their Investment Programme.	IM	X			
3d	<b>Housekeeping Risk Register - EZ Governance.</b> IM to recirculate the Terms of Reference for consideration by Board members.	IM/All	X			
4	<b>Governance</b> A Register of Interests per Board member has to be completed. LEP Executive team to provide forms for completion by EZ Board members.	JW/TB			X	
4	<b>Governance</b> IM to check and confirm the sequence of dates for the EZ Operational Board and EZ Board for the coming year.	JW/IM	X			
4	<b>Governance</b> To the extent not already covered, any update from the operational board would be a standing item on the "Governance" part of the agenda.	IM	X			Added as standing item under Governance
4a4	<b>Accelerating Development</b> Cash flow proposal paper for CC and LEP	IM		x		
5a	<b>EZ Incentives and Investment Rates Modelling</b> 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.	IM		X		
6	<b>Review of Enquiries Pipeline and Key Events</b> Goonhilly enquiries to be fed into pipeline reporting for the next meeting.	PT		X		
6	<b>Review of Enquiries Pipeline and Key Events</b> Single sheet, common understanding of enquiries in progress to be provided to CDC for coordination.	MK,NL,MH,PT,MC,DJ			X	
6	<b>Review of Enquiries Pipeline and Key Events</b> Further update on progress of the CRM system to be provided at the next Board.	MK		X		
7	<b>Budget</b> Budget submissions to be made to both Council and EZ Rates Fund. Update at the next EZ Board.	MK			X	