

## **LEP - Enterprise Zone Governance Committee**

**Monday, 9th July, 2018 in Lancashire Energy HQ, Squires Gate Lane, Blackpool FY4 2QS, at 2.00 pm**

### **Agenda**

#### **Part I (Items Publicly Available)**

- 1. Welcome and Apologies for Absence**
- 2. Declaration of Interests**
- 3. Minutes of the meeting held on 10th October 2017 (Pages 1 - 4)**
- 4. Matters Arising**
- 5. EZGC Terms of Reference (Pages 5 - 8)**
- 6. Any Other Business**
- 7. Date of Next Meeting**

The next meeting is scheduled to be held on Thursday 27<sup>th</sup> September 2018 at 2pm in Room CH1:15 at County Hall, Preston.
- 8. Exclusion of the Press and Public**

The Committee is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

#### **Part II (Private and Confidential)**

- 9. Blackpool Airport Enterprise Zone Progress Report (Pages 9 - 118)**
- 10. Hillhouse Technology Enterprise Zone - Update Report (Pages 119 - 122)**

**11. Samlesbury Aerospace Enterprise Zone**

*Kathryn Molloy – Oral Update*

**12. Warton Aviation Enterprise Zone**

*Kathryn Molloy – Oral Update*

**13. Reporting to Lancashire Enterprise Partnership Board**

To consider if any items considered on this agenda require referral to the Lancashire Enterprise Partnership Board for approval.



## LEP - Enterprise Zone Governance Committee

**Minutes of the Meeting held on Tuesday 10th October 2017 at 10.00am  
at the Committee Room 'D' - The Henry Bolingbroke Room, County Hall,  
Preston**

### Present

Edwin Booth (Chairman)

Professor Mark Smith

David Taylor

County Councillor Michael Green

### Observers

Paul Evans, BEIS

### In Attendance

Jo Ainsworth

Kathryn Molloy

Rob Green

Joanne Ainsworth

Ruth Connor

Michael Barber

Nick Gerrard

Kevin Riley

Chris Dyson

Holly Tween

### 1. Welcome and Apologies for Absence

The Chair welcomed all in attendance. Apologies had been received from Anthony Lockley. CC Geoff Driver had also sent apologies, and CC Michael Green attended as his nominated substitute.

### 2. Declarations of Interest

No declarations of interest were made in relation to items on the agenda.

### 3. Minutes of the meeting held on 14th June 2017

**Resolved:** that the minutes of the meeting held on 14 June 2017 be confirmed as an accurate record and signed by the Chair.

#### 4. Matters Arising

Regarding the Lancashire Advanced Manufacturing & Energy Cluster, it was noted that an update on the procurement of a land agent had been requested. It was reported that this would be more meaningful once the Masterplans were more advanced. As delaying this would have no negative impact on the programme, it was agreed that the current arrangements would remain in place until early 2018 when procurement could be reconsidered.

**Resolved:** that the report on the procurement of a land agent be deferred until the new year.

#### 5. Reporting to Lancashire Enterprise Partnership Board

**Resolved:** that the following will be reported to the Lancashire Enterprise Board:

- Update on the Masterplans for the Blackpool Airport and Hillhouse Technology EZ sites
- Update on the Samlesbury site Phase 1 works
- If sanctioned by the Growth Deal Management Board, presentation of the Advanced Manufacturing Research Centre proposal

#### 6. Any Other Business

It was noted that Malcolm McVicar had retired from the LEP Board, and therefore from the EZ Governance Committee. The Chair wished to place on record the Committee's thanks for Malcom's years of hard work.

#### 7. Date of Next Meeting

The next meeting is scheduled for 24 January 2018 at 10.00, venue to be confirmed.

The remainder of the 2018 programme as below were noted.

2pm 11 April 2018

2pm 16 May 2018

2pm 27 September 2018

2pm 13 December 2018

*At this point the Committee approved that the meeting move into Part II, Private and Confidential to consider the items which contained exempt information provided in confidence as defined in the Freedom of Information Act 2000. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.*

## 8. LAMEC Branding and Marketing

Ruth Connor from Marketing Lancashire, and Mike Barber from Richard Barber, presented drafts of the branding and marketing for Lancashire Advanced Manufacturing & Energy Cluster (LAMEC), including draft content and layout for the brochures for each EZ and the cluster as a whole, and draft webpages.

It was noted that Samlesbury EZ already had a website, but this would be brought in line with the others. Each would be content managed and would include analytics for each site. Further graphics and CGI content would also be developed.

The drafts would be circulated to key stakeholders for review.

The Committee discussed the presentation and made the following recommendations:

1. That a dotted line be added to maps showing the proposed M55 link road
2. That, if CGI were to be added, it be made clear what was in existence and what was an impression
3. That a confidential entry was built into the enquiry process, whereby companies could express interest without being identified
4. That the automotive sector be featured more prominently in the content
5. That key contacts for key sectors be added, and further consideration be given to the investment support offer and how this could best be packaged and marketed
6. That David Taylor and Mark Smith consider whether a single point of contact could be put forward on behalf of universities
7. That every contact on the sites and in the brochures should be fully aware of the entire package to best signpost and inform any enquirer

Mike was thanked for his presentation.

**Resolved:** that the recommendations above be incorporated into the material.

## 9. Blackpool Airport and Hillhouse Masterplan Update

Kevin Riley from Mott McDonald presented an update on the Blackpool Airport and Hillhouse Masterplans, highlighting various issues and opportunities, outlining the different project phasing, business rates areas, and presenting options for land use, infrastructure and access routes.

The Committee discussed the Masterplans. Regarding the Blackpool site, it was commented that a Business and Operational Plan would be developed shortly, and it was suggested that a planning framework to underpin the delivery of phases should be developed.

Kevin was thanked for his presentation.

**Resolved:** that the Committee note the update.

**10. Blackpool Airport Enterprise Zone - progress report**

This item was discussed under item 9.

**11. Hillhouse Technology Enterprise Zone - progress report**

This item was discussed under item 9.

**12. Samlesbury Aerospace Enterprise Zone Update Report**

Chris Dyson presented the circulated report to the Committee which informed members of the progress in the development of the Samlesbury Aerospace EZ, including the spine road, the operational sites, the commercial property agents, branding and community engagement.

It was suggested that officers from the Fylde Coast EDC be offered a tour round the Samlesbury site to see the early progress.

**Resolved:** that officers from the Fylde Coast EDC be offered a tour round the Samlesbury site to see the early progress. Chris Dyson to arrange.

**13. Warton Aviation Enterprise Zone - progress update**

Kathryn Molloy updated the Committee on the Warton Aviation EZ. It was noted that two companies had moved on site.

**Resolved:** that David Taylor would work with David Holmes, BAE, and bring a more detailed report to the next meeting.



## LEP – Sub Committee

## LEP - Enterprise Zone Governance Committee

**Private and Confidential: No**

**Date:** Monday, 9 July 2018

### **EZGC Terms of Reference**

(Appendix 'A' refers)

**Report Author: Martin Kelly, Tel: 01772 536197,  
martin.kelly@lancashire.gov.uk**

### **Executive Summary**

The purpose of this brief report is to generate a discussion on re-focusing the Terms of Reference of the Enterprise Zone Governance Committee with the aim of shaping an agreed work programme.

### **Recommendation**

The Enterprise Zone Governance Committee is asked to:

Subject to the views of the Committee, invite the Chair to bring forward to the next meeting an outline work programme to advance the Lancashire Advanced Manufacturing and Energy Cluster with a focus on progressing and adding- value to the work of the Cluster as whole, and to supporting the delivery of individual EZ commercial and investment plans.

### **Background and Advice**

1. The purpose of the Enterprise Zone Governance Committee (EZGC) has largely been to review to EZ submissions to Government and endorse the subsequent strategic and operational plans of partners, which is an important role, while noting reports on delivery progress. The current Terms of Reference evidence the largely reactive focus of the EZGZ (see enclosed Appendix 'A').
2. More latterly, however, the work of the EZGC has broadened with partners agreeing to develop the Lancashire Advanced Manufacturing and Energy Cluster (LAMEC), with new marketing collateral supported by a website presence, and in-principled agreement on how best to manage and share new investor and occupier leads.



3. Moving forward, it is suggested that the EZGC could add further value in developing the LAMEC offer, in driving cluster-level activity and support, while advising partners on their individual EZ commercial and investment plans, where this would be helpful.
4. For example, a re-purposed EZGC could more actively engage with local partners on the following:
  - Advising, testing and supporting the development of commercial and investment approaches, infrastructure plans, and delivery models.
  - Supporting local partners in their engagement of private and institutional investors, as part of an agreed marketing and investor strategy.
  - Agreement to co-fund enhanced marketing collateral and procure shared commercial agents, as part of an agreed marketing and investor strategy.
  - Agreement on setting an economic performance framework for LAMEC which would identify and track how many (higher value) jobs we collectively aim to create and by when; similarly, floor-space, occupation rates and inward investment successes; the additional value (GVA) of this economic activity; and whether there are any specific demands that need to be addressed by Lancashire's business growth, skills, innovation and international trade work-streams.
5. At this stage, the above are only examples of the range of activities the EZGC could engage with and are highlighted to promote a wider discussion among Committee members.
6. Subject to the views of the Committee, an outline work programme will be submitted to the next meeting, in consultation with local EZ partners.
7. It is also proposed that revised Terms of Reference be provided to the next meeting to reflect any shift in focus in the purpose of the EZGC.

**List of Background Papers**

Paper	Date	Contact/Tel
N/A		
Reason for inclusion in Part II, if applicable		
N/A		



**ENTERPRISE ZONE GOVERNANCE COMMITTEE**  
**Governance Structure and Terms of Reference**

**Composition**

Chair: David Taylor, Deputy Chair of the Lancashire Enterprise Partnership (LEP)

Members: Edwin Booth, Chair of the LEP  
Councillor Simon Blackburn, LEP Director  
County Councillor Geoff Driver CBE, LEP Director  
Mark Smith, LEP Director  
Mark Rawstron, LEP Director

Observers: Katherine O'Connor, Department for Business, Energy and Industrial Strategy  
Paul Evans, Department for Business, Energy and Industrial Strategy

Quorum: Chair and two members of the EZ Governance Committee

1. Members can nominate substitute representatives, with written notification provided to the Clerk in advance of the meeting. Substitutes will be counted towards the quorum and will be entitled to vote. The use of substitutes shall be by exception rather than rule.

***Frequency of Meetings***

2. Bi-Monthly, or as required in accordance with operational need.

***Observers***

3. The EZ Governance Committee may invite any persons it sees fit to attend meetings as observers. Observers shall be subject to the LEP Assurance Framework protocol on observer attendance at meetings.

***Secretary***

4. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the EZ Governance Committee.
5. The Secretary shall produce minutes of all meetings of the EZ Governance Committee and will maintain a list of conflicts of interests. Future agendas will include a standard item requiring declarations of interests to be made in relation to specific items of business.

***Decisions in Writing***

6. A resolution in writing signed by the majority of the members of the EZ Governance Committee for the time being shall be as valid and effectual as if it had been passed at a meeting of the Committee.

***Remit***

7. The EZ Governance Committee is a committee of the Lancashire Enterprise Partnership.
8. The EZ Governance Committee is responsible for setting and overseeing the strategic direction of the Lancashire Advanced Manufacturing and Energy Cluster (LAMEC). It will also provide regular reports to the LEP Board, specifically focusing on:
  - Regular progress updates on the delivery of infrastructure into Lancashire's 4 Enterprise Zones;
  - Regular progress reports on the drawdown/development of land on Lancashire's 4 Enterprise Zone sites;
  - Regular progress reports on the generation of commercial leads and enquiries on Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports regarding the generation of Business Rates growth at Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports on Business Rates Relief providing to companies locating to Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports on the provision and repayment of any public investment provided in support of the development of Lancashire's 4 Enterprise Zone sites;
  - Regular progress updates on the number of jobs and commercial floor-space created across Lancashire's 4 Enterprise Zone sites; and
  - Regular progress reports on planning frameworks and commercial masterplans in place across Lancashire's 4 Enterprise Zone sites.

***Publication of Papers***

9. The agendas and papers of the Enterprise Zone Governance Committee will be published on the LEP's website in accordance with the LEP's Assurance Framework.

# Agenda Item 9

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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# Agenda Item 10

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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