

ENTERPRISE ZONE COMMITTEE MEETING

9 FEBRUARY 2021 FROM 10.00 PM TO 12.00 PM

Members:

- Chair: John Sutcliffe (Board Member)
- John Sellgren (Land Owner, Dorset Council)
- Lorna Carver (Dorset LEP Director)

Invited Attendees:

- BEIS: Suzanne Bond (BEIS)/ Elizabeth Spence (BEIS)
- Dorset Council: Tony Ferrari
- Others: Andrew Gascoyne (Army Capability Directorate, Future Force Development, British Army HQ)
- Dorset LEP staff invited to attend: Corrina Osborne (Head of Governance & Operations), Daniela Doncakova (Senior Programme Manager)
- Ben Pretty (Cushman& Wakefield)

AGENDA

Item	Subject/ Title	Presenter	Actions / Recommendations	Documents
1.	Welcome, apologies and Declarations of Interest	John Sutcliffe	To record Declarations of Interest	-
2.	Agree draft minutes	John Sutcliffe	To agree the draft minutes	<ul style="list-style-type: none"> • 16 Oct 2020 Minutes
3.	Update on actions from minutes	John Sutcliffe	All actions are completed: <ul style="list-style-type: none"> • LC to share Enterprise Zone monitoring matrix with the wider group. <i>NB This is part of this meetings paper pack.</i> • LC to arrange a briefing meeting with SB and AG to discuss the MoD activity related to the Enterprise Zone. • LC to speak to JSe about the current MoU that is in place to discuss how this will be updated. 	
4.	Agree standing agenda items	John Sutcliffe	To agree the standing agenda items including: <ul style="list-style-type: none"> • Update on business rate generation • Enterprise Zone investment plan 	
5.	Review Enterprise Zone Progress	All	To note the progress outlined in the BEIS monitoring matrix completed by Dorset Council	<ul style="list-style-type: none"> • EZ BEIS Monitoring Form Q3 2020-21 • EZ employee numbers • EZ transactions up to 13.01.2020
6.	Business Rate relief model (11am)	Ben Pretty		<ul style="list-style-type: none"> • Dorset EZ Retained Business rates
7.	Dorset Innovation Park Investment Plans	Dorset Council		-
8.	AOB	All		

Date of next meeting: 6 May 2021

ENTERPRISE ZONE COMMITTEE MEETING

16 OCTOBER 2020 FROM 12.00 PM TO 2.00 PM

ZOOM MEETING

MINUTES

Attendees:

John Sutcliffe (JSu) Chair
 Lorna Carver (LC)
 John Sellgren (JSe)
 Andrew Gascoyne (AG)

Other Attendees:

Corrina Osborne (CO)
 Kathryn Hill (KH)
 Suzanne Bond (SB), Department of Business, Enterprise & Industrial Strategy (BEIS)

Item	Notes and Decisions	Action
1.	<p>JSu started the meeting and a round of introductions proceeded.</p> <p>Declarations of Interest were declared from JSe for Dorset Council who own the land and AG who is a tenant on the Innovation Park.</p>	
2.	<p>Agree Terms of Reference</p> <p>LC explained that this Committee was the strategic group looking at the performance of the Enterprise Zone and reporting into BEIS. This Committee would have a strategic view, for example, looking at the business rate relief and working with Dorset Council on this. If successful, this initiative could be expanded into further Enterprise Zones or similar across Dorset but first we need to ensure this is a success. LC highlighted the importance of distinguishing the responsibilities of the LEP and that of the land owner and to make sure we are all delivering against our collective vision.</p> <p>JSe expressed that Dorset Council is very supportive and that this is an opportunity to use this site to drive forward their economic plan. Dorset Council want to allow the site to prosper and to be an enterprise led project. He explained, from the wider Council perspective, that they wanted to land future investment but steer it in the right direction, being mindful of the particular status that the Enterprise Zone has.</p> <p>AG explained he is acting as the sector lead but that as an Army officer he does not have the full overview of all the armed forces but he will provide the defence wide link.</p> <p>JSu explained that the measure of success is something that needs to be defined and captured, such as the business rate retention, and that the MoD will have their own metrics and success criteria. LC emphasised that there are also a set of success measures for the Enterprise Zone which were submitted as part of the funding application and are reported upon regularly to BEIS.</p>	

Item	Notes and Decisions	Action
2	<p>Agree Terms of Reference Cont'd</p> <p>It was agreed that a clear plan of where we want to get to is needed in order to avoid being limited by failing to express the ambition of what we want to achieve.</p> <p>LC stated she would share the monitoring requirements for the LEP funded part of the Enterprise Zone with AG and the wider group. She also highlighted that consideration needs to be given as to where future plans can be articulated within the Dorset Investment Prospectus.</p> <p>Action: LC to share growth deal monitoring matrix with AG and the wider group.</p> <p>JSu asked which individuals within the organisations represented would be working on the Enterprise Zone in terms of the current investment return and providing a forecast with options of future returns. JSe explained that Cllr Tony Ferrari had the Enterprise Zone within his portfolio and he would be the primary contact and Lorna Carver is the primary contact for Dorset LEP. SB said for BEIS, Suzanne Bond would be the primary contact.</p> <p>SB mentioned that Enterprise Zones may or may not be an initiative supported by the government in the future and, therefore, it is imperative to take advantage of this opportunity and to prove that this can be an important part of recovery.</p> <p>The Terms of Reference were agreed.</p> <p>Membership of the Committee was discussed. This currently is:</p> <p>JSu who is the Chair of the Committee MoD representative - currently AG Dorset Council - as the land owner and represented by JSe LEP Director 4 LEP private sector Board members</p> <p>It was stated that the membership could be extended to the private sector in the future and that up to four Board members are permitted but that this is a maximum number and not a requirement. LC explained that the LEP is recruiting new Board and Committee members and if there is an appropriate person appointed to one of these we could explore them joining this group. JSu agreed it was a good idea to keep to a small group for the time being and once a plan is in place, expanding the group can then be looked at. The membership of the committee was agreed.</p> <p>It was agreed there would be 3 meetings a year.</p> <p>Action: LC to arrange a briefing meeting with SB and AG to discuss the MoD activity related to the Enterprise Zone.</p> <p>All agreed the Terms of Reference.</p>	<p>LC</p> <p>LC</p>
3	<p>Overview of Work Schedule</p> <p>JSu said that the Committee should look at the schedule of work for the</p>	

	<p>coming year and have an agreement for not only Winfrith but the other sites across Dorset.</p> <p>There was a brief discussion about inward investment opportunities and how to land the relocation enquiries that are made into the county. There needs to be a joined approach from the business community/the LEP/DiI to meet potential</p>	
Item	Notes and Decisions	Action
3	<p>Overview of Work Schedule Cont'd</p> <p>leads and make a business case to them that this was the place for them and that they would get the help and support they need. LC mentioned putting a soft-landing package in place detailing what everyone is doing for this site.</p> <p>It was agreed that there is a need to capture the collation of statistics, measurement of success and address actions that need to take place. SB mentioned that she has contacts in the BEIS sector teams who can join the conversations when needed.</p> <p>Action: LC to speak to JSe about the current MoU that is in place to discuss how this will be updated.</p>	LC/JSe
8.	Any Other Business	
	No other business was raised.	

Note: Date of Next Meeting - 9 February at 10.00 am

The papers for agenda items 5 & 6 are not included as they are Commercially Sensitive.