

DRAFT MINUTES

ENTERPRISE ZONE COMMITTEE MEETING MINUTES

23 February 2022 (10am – 12pm), MS Teams Video Conference

Attendees:

John Sutcliffe (JSu) Chair, Dorset LEP Board Member
 Cllr Tony Ferrari (TF), Dorset Council
 John Sellgren (JSe), Dorset Council
 Elizabeth Spence (ES), Department of Business, Enterprise & Industrial Strategy (BEIS)
 Dr Corrina Osborne (CO), Dorset LEP

Other Attendees:

Cecilia Buffon (CB), Dorset LEP Board Chair
 Daniela Doncakova (DD), Dorset LEP
 Alex Clothier (AC), Dorset Council
 Joanne Haskins (JH), Project Manager, BattleLab (attended on behalf of Glenn Richardson)
 Nimisha Loveridge (NL), Dorset LEP

Item	Welcome, Apologies and Declarations of Interest	Action
1.	<p>JSu welcomed the attendees to the meeting.</p> <p>Apologies were received from Glenn Richardson who was represented by Joanne Haskins. No declarations of interest were stated.</p>	
Item	Minutes and actions from previous meetings	Action
2.	<p>Minutes from the November 2021 meeting were approved by the Committee.</p> <p>All actions from the previous meetings have been addressed and the actions below remain ongoing from the previous meetings with further updates below.</p> <p>Ongoing Action: CB and JSe to review how strategic marketing of the Enterprise Zone can be improved. Update: Review took place and Dorset Council is working on website refresh for the park. Further strategic marketing discussions will take place in the Committee meetings and therefore the action is closed.</p> <p>Ongoing Action: Ascertain if Dorset LEP can assist Dorset Council in exploring the possibility of academic presence on site. Update: Dorset LEP drafted letter and identified contacts at Higher Education Institutions. Letters have been sent by Dorset Council to the academic community inviting collaborations with Dorset Innovation Park (DIP) and support will be ongoing. Dorset Council will be arranging follow on meetings to progress the engagement. This specific action is therefore now closed.</p> <p>Ongoing Action: Dorset Council to take the landowner responsibility forward and capitalise on the site; whilst pushing forward with the recommendations that are set out in the strategy. Update: Dorset Council plans for the site are now a recurring agenda item and therefore this separated specific action point is closed.</p> <p>Action #1: CO & JSe to finalise the MoU and associated business rates. Update 23/02/22: Principles for the MoU were agreed at the Dorset LEP Board in November. Dorset Council has shared draft MoU with Dorset LEP for signature, finalisation of the MoU continues and is scheduled to complete in March 2022.</p> <p>Action #2: GR to share the key points of the MoD report on future strategy for defence innovation in Dorset, which are currently being prepared for a release and are linked to the Industrial Strategy. Update 23/02/22: JH to share insights ahead of the next meeting, although it should be</p>	<p>CO & JSe</p> <p>JH</p>

	<p>noted these might have limited value noting the rapid development of the site since the initial vision.</p> <p>Action #3: GR to engage with DASA and DSTL to explore opportunities for the park. Update 09/11/21: GR has been in contact with DSTL. JSu to provide GR with information on Autonomy HPO; GR to explore potential collaboration. Update 23/02/22: DSTL/DASA will have representation in the Defence BattleLab, aligned to the fact that it will be an NSTix hub. Action closed.</p> <p>Action #4: JSe to review the job generation forecast prior to the next Committee meeting (19 July). Dorset Council to include job generation forecast in the investment plan. Update 23/02/22: Dorset Council to carry out a review on the outcome targets on jobs and commercial floorspace delivery.</p> <p>Action #5: JSe to provide more information and detail on the Investment Plan at the next Committee meeting (19 July). Update 23/02/22: TF to provide information on anticipated benefits and impact of the DIP and how it aligns with Dorset Council reporting and processes.</p> <p>Action #6: GR to facilitate liaisons with Defence Academy to enhance engagement with the Defence BattleLab. Update 23/02/22: Completed. Connections have been made between Dorset LEP and Defence Academy.</p> <p>Action #7: GR to help find a common link to have a single point of contact for the service to reach retired service personnel. Update 09/11/21: GR to progress Update 23/02/22: There is no single point of contact for the entirety of Defence, JH to supply the point of contact for Army who can link to other Service's leads.</p> <p>Action #8: The Committee agreed it would be helpful to have a stakeholder map of the site with contact details. Update 09/11/21: JSe to progress Update 23/02/22: In development and will be in use within the refresh of the website. An update by Dorset Council will be provided at the next Committee meeting (22 June 2022).</p> <p>Action #9: CO to liaise with Rebecca Davies (Head of Enterprise, Skills and Industry) regarding the skills agenda and skills shortages in Dorset. Update 23/02/22: Completed. Providing sector level/ site specific data is not yet possible.</p> <p>Action #10: JSe to liaise with (Chair of Skills Advisory Panel and Board) about skills development needs, from a strategic perspective, for the medium to longer term as this is the aim of the commission. Update 23/02/22: Completed. This is reflected in the final terms of reference for the Skills Commission.</p>	<p>JSe/AC</p> <p>TF</p> <p>JH</p> <p>JSe</p>
<p>Item</p>	<p>Dorset Innovation Park (DIP) Business Rates presentation (Dorset Council)</p>	<p>Action</p>
<p>3.</p>	<p>AC gave a presentation on DIP business rates.</p>	
<p>Item</p>	<p>DIP Memorandum of Understanding update</p>	<p>Action</p>
<p>4.</p>	<p>The draft MoU is near completion.</p> <p>It is anticipated that the MoU will be signed in March in time to report to the Dorset LEP Board at the 24 March 2022 meeting.</p>	
<p>Item</p>	<p>DIP Business rate generation update</p>	<p>Action</p>

5.	As discussed under Agenda item 3 and as set out in MoU; there was a discussion about the importance of business rates forecasting and the need for benchmarking to drive behaviour. The Committee agreed that a review date of business rates was needed. Action: TF to provide an update at the next meeting.	TF
Item	DIP reporting summary	
6.	DD provided a summary of Q3 DIP statistics: Phase 2 of BattleLab is now complete with only soft furnishing to be finalised; and is due to launch in May 2022.	
Item	DIP investment plan update & targets	Action
7.	[REDACTED] ACTION: DD to invite John Bird to next EZ meeting.	DD
Item	Academic presence on DIP update	Action
8.	JSe and CB have sent letters out to academic contacts inviting collaboration with the DIP. The response has been good, with about seven Expressions of Interest being received. JSe will be arranging meetings with these contacts to discuss further. JSe thanked CO for providing assistance with this matter.	JSe
Item	DIP energy infrastructure update	Action
9.	[REDACTED]	
Item	Highlights for Dorset LEP Board	
10.	[REDACTED]	
Item	Any Other Business	
11.	The Committee agreed for full confidential Minutes from the EZ Committee meetings to be shared with AC going forward, to help track progress of Dorset Council actions.	

Note: Date of Next Meeting – 22 June 2022 (10am -12pm)