



PLYMOUTH AND SOUTH DEVON FREEPORT

Minutes of the Board of Directors Meeting – 6th June 2023

Plymouth and South Devon Freeport Limited (the “Company”) - Company Number: 14109106

Present

Jan Ward	JW	Chair
Peter Sadler	PS	Sherford Consortium
Harry Wass	HW	Langage Energy Park Limited (alternate)
Cllr John Hart	JH	Devon County Council
Cllr Tudor Evans	TE	Plymouth City Council
Cllr John Birch	JB	South Hams District Council

Apologies

Adrian Bratt	AB	Princess Yachts Limited (Vice Chair)
Cllr Rufus Gilbert	RG	Devon County Council
Steve Pickup	SP	Langage Energy Park Limited
Cllr Mark Shayer	MS	Plymouth City Council (Retiring Director)
Cllr Hilary Bastone	HB	South Hams District Council (Retiring Director)

Observers

Richard May	RM	PASD Freeport Limited
Ian Cooper	IC	PASD Freeport Limited
Kate Whitta	KW	PASD Freeport Limited
Melanie Wensley	MW	Princess Yachts Limited
David Draffan	DD	Plymouth City Council
Julia Blaschke	JBe	Plymouth City Council
Melanie Sealey	MS	Devon County Council
Chris Brook	CB	South Hams District Council

1. Preliminary Matters

Jan Ward was appointed chair of the meeting (the “Chair”). Proper notice of the meeting had been given in accordance with the Company’s Articles of Association (the “Articles”) and a quorum was present. Accordingly, the Chair declared the meeting open.

2. Business of the Meeting

The Chair reported that the business of the meeting was as detailed in the agenda previously circulated.

3. Welcome

JW started the meeting and welcomed TE and JB as pending Local Authority Directors. The Chair also welcomed new staff members IC and KW as Operations Manager and Project Coordinator respectively.

4. Declaration of Conflict-of-Interest Register

Entries to be added for TE and JB.

5. Pending Change of Local Authority Directors – process and timing

JW introduced TE and JB as pending Local Authority Directors.

Note: The new Directors were a result of new leadership following the recent local elections. The new Directors are now being officialised by company lawyers; effective from 25th May 2023.

6. Review Minutes of Last Meeting and EGM

JW asked if there were comments on the minutes of the last Board Meeting or EGM. No comment.

Decision: Last meeting and EGM minutes approved.

7. Highlights Report – February to May

RM gave insight to the Highlights Report.

Recruitment has been completed for the Operations Manager and Project Coordinator.

An executive search for the permanent Business Growth and Investment Director is underway.

Extension of the Tax allowance window – we continue to work closely with DLUHC and are lobbying Government to extend the tax benefits window.

IC is managing the Seed Capital Programme and has made good progress with the required Change Requests and Business Cases which need to be submitted and approved before Seed Capital can be spent.

Accountable Directors – JW has been nominated as Accountable Director for the Trade and Investment Advisory Board and the Innovation Advisory Board. AB has been nominated as the Accountable Director for the Skills Advisory Board.

Compliance – the quarterly Site Specific and Bi-Annual Monitoring and Evaluation Reports were submitted at the end of May.

Custom Sites – IC is working with businesses to get customs sites operational.

Skills – Phil Adams (Devon County Council) continues to lead the skills agenda and it is intended he will give progress update at the November Board meeting.

Net Zero – MS has appointed a new Net Zero Lead.

Marketing – There will be a revamp of the website with the property and innovation offers clearly stated.

Executive Authority – RM proposed that Seed Capital and other decisions required from the Freeport main Board by the Accountable Body be carried out using the written decision-making process.

JW agreed and asked if there were any objections.

There were no objections.

Decision: The use of written decision-making process has now been approved and thereby normal notice periods waived.

8. Accountable Body Update

JBe reminded that the role of the Accountable Body is to oversee the proper use of the Seed Capital and Capacity Grant funding and ensure adherence to the Nolan Principles.

The Accountable Body have currently approved two business cases and are in the process of appraising a third.

9. Site Delivery Update and Risks

IC is providing PASDF oversight of the Seed Capital Programme and has carried out a series of meetings with all the Seed Capital Project managers.

Note: HW raised that the power supply at Langage is not enough to bring forward all the development at Langage. There needs to be a discussion around how to power the development.

This matter is on the risk register.

JW highlighted that there is a nationwide issue not just with distribution but also with generation and infrastructure.

Action: CB and IC to have meeting with landowners to progress provision from National Grid and develop lobby plan to Government and regulator.

The Risk Register has been reformatted and shared.

10. Review of Innovation Offer

RM gave overview of refreshed and enhanced Innovation Offer for the Freeport.

RM stated that the PASD Freeport provides an ideal solution for managing innovation programmes – specifically in marine and the fledgling space sectors.

JW proposed that we have a dedicated group to further scope the innovation offer.

Action: RM and new Business Growth and Investment Director to work with Chair of Innovation Advisory Board to enrol further members and bring to together others to articulate innovation offer and implementation plan.

11. Investor Demand Update

The interim Business Growth and Investment Director has reviewed/vetted the long list of leads on the Investment Pipeline. Significant leads are now being progressed.

We already have successful investment in South Yard from Babcock/Supacat and MSubs. In addition, a strong enquiry from a yacht builder is progressing at Langage.

Action: RM to send refreshed pipeline for next meeting.

12. Financial Update

RM ran through the operational budget.

DLUHC is considering further funding for the Capacity Grant. ND stated it was not certain if this funding will be given but DLUHC was still requesting for all Freeports.

13. Communications Update

RM referred to the Communications update paper. The team had attended a number of important stakeholder events, including at the UK Real Estate Infrastructure Investment Forum (UKREiIF).

RM gave an update on the refresh of the PASD Freeport website, Press Releases, and plan for next three months.

14. Service Level Agreements – update and approval process

RM gave an update on progress of the Service Level Agreements (SLA) drafting with two shared with Board papers needing approval at this meeting.

JW put forward the SLA for Net Zero which needed approval. JW asked if there are any objections to the approval of the Net Zero SLA. There are no objections.

Decision: The SLA for Net Zero has been approved.

JW put forward the Schedule of Services in the Accountable Body SLA for approval. JW asked if there are any objections to the approval.

Decision: the Schedule of Services in the Accountable Body SLA have been approved.

RM proposed the following decision for the Board to allow for SLA to be concluded efficiently:

Decision: Once new SLA had been drafted, reviewed and agreed by relevant delivery partners that RM and JW give final review and JW as Chair be given delegated authority to sign off on behalf of the Board.

RM also mentioned that signed off SLA would be shared with Board members and ratified at the AGM on 11th November.

JW agreed and asked if there were any objections. There were no objections.

15. Company Policies – update and approval process

RM cited the Policy Development Progress Report. He highlighted many priority policies were nearing completion.

As per SLA sign off, RM proposed the following decision for the Board to allow for Policies to be concluded efficiently:

Decision: Once each PASD Freeport Policy has been drafted, reviewed, and agreed by relevant delivery partners that RM and JW give final review and JW as Chair be given delegated authority to sign off on behalf of the Board.

RM also mentioned that signed off Policies would be shared with well in advance to Board members of AGM and ratified at the AGM on 11th November.

JW agreed and asked if there were any objections. There were no objections.

16. AOB

HW stated that Carlton Power is developing the hydrogen electrolyser at Langage and need to install the pipeline. HW requested support from partners.

Action: HW to work with JH to understand the matter and look for solution liaising with Planning and or Highways England as needed.

17. Next meeting

The next meeting is on 7th September 2023 from 0930 to 1130 hrs.

TE asked if agendas could include the decisions that need to be made.

Action: RM to include known decisions to be made in agenda.



Chair.....