

FREEPORT EAST SHADOW BOARD

MINUTES OF MEETING HELD ON 30 JUNE 2021	
virtual meeting	
Present	George Kieffer (Acting Chair), Mark Taylor (Acting CEO, Hutchison Logistics), Robert Edge (Haven Gateway Partnership), Fiona Duhamel and Michelle Gordon (Babergh and Mid Suffolk District Councils), Chris Starkie and Mike Dowdall (NALEP), Jai Raithatha and Mark Ash (Suffolk County Council), Andy Jarvis (East Suffolk Council), Tom Gardiner and Mike Carran (Tendring District Council), Clemence Cheng and Paul Davey (Hutchison Ports), Michael Cousens (Project Manager), Neil Glendinning (Harwich Haven Authority) and Steve Evison (Essex County Council)
Apologies	Paul Wood (East Suffolk Council) and Guy Gibson (Suffolk County Council)
1.	Welcome and introductions
	The Chair welcomed everyone to the meeting, particularly Michael Cousens as the new Project Manager for Freeport East and Joanna Jonas from East Suffolk Council as the Minute recorder. Introductions were made and apologies received as above.
2.	Minutes of the last meeting
	The notes of the meeting held in April were unavailable. RE to check whether these were taken by the Haven Gateway Partnership before the secretariat function was handed over.
3.	Declarations of interest
	GK to collate and circulate these in order to avoid them having to be declared at every meeting.
4.	MHCLG feedback on governance proposals and Freeport East responses
	<ul style="list-style-type: none"> • Paper circulated with the agenda was noted by the Board. • NALEP has Government approved policies in relation to Registers of Interest and Conflicts of Interest which CS would be happy to share as a basis for similar policies for Freeport East. Copies to be provided to GK and MT. Action: CS
5.	Capacity Funding Application 2021-22
	<ul style="list-style-type: none"> • The Board noted the Grant Determination letter from the Government dated 15.06.21. • There is approximately £30k remaining from the Project Board which leaves a match funding gap of £55k based on the application. The Government has stated that it will not contribute more than £300k in Capacity Funding. AJ and MT to confirm who has yet to contribute. • MG confirmed contribution in kind funding of approximately £25k by way of consultancy/green energy costs in respect of Gateway 14.
6.	Feedback from MHCLG visit to Freeport East on 15.06.21

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	<ul style="list-style-type: none"> • Agreed that the visit and tour on 15.06.21 was very positive. MT thanked NG for making a launch available for a tour of the Haven. • Bathside Bay was of particular interest to the MHCLG. • The MHCLG is keen for us to engage with higher and further education establishments and GK and MT are progressing this.
7.	Uniserve request for inclusion in Felixstowe tax site
	<ul style="list-style-type: none"> • There was a lengthy debate at the March 2021 meeting about this request. • Prior to submission of our bid, it was agreed that Uniserve should be included as a customs site. Uniserve have now requested inclusion of the Mega DC within the boundary of our Felixstowe tax site. However, the Uniserve site is well advanced in its development as noted by the MHCLG during their visit on 15.06.21. • There is a requirement within our OBC and FBC for HM Treasury to agree any significant change to our bid and MHCLG has confirmed that inclusion would constitute a significant change to the Freeport East bid. • In conclusion and after further lengthy consideration, the Board considered the risk of this significant change and its impact on Freeport East's OBC and FBC to be too great and, as a consequence, regrettably concluded to decline the Uniserve request.
8.	Retained Business Rates Policy
	<ul style="list-style-type: none"> • In principle agreement required in order to take this policy to the next stage. • Clarification on how the operational expenditure of Freeport East will be covered is yet to be determined. • Freeport status needs to be self-sustaining by the 'medium term' according to Government, but the medium term is yet to be defined. • The work required on recommendations 2 and 3 will need to take place before the local authorities can take reports to their individual Cabinets. It will require a form of legal agreement and effective modelling to give councils the confidence they require. • During the visit on 15.06.21 the MHCLG asked for more details around how Freeport East will help address the skills gap. Discussion around the extent to which Freeport East will be able to rely on key partners to help with this and whether this will need to be funded from Pot C. • The Board was content with the principle of the three pots and was looking forward to receiving the modelling in order to gain the support of each local authority.
9.	Outline Business Case development and submission window
	<ul style="list-style-type: none"> • First Outline Business Case submission deadline is 30.07.21 and between two and four Freeports have indicated that they will submit by this date. It has been confirmed that we will not be disadvantaged if we do not submit until the final

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	<p>deadline for 10.09.21.</p> <ul style="list-style-type: none"> • MC has considered the recently published guidance and will revisit the OBC as necessary. Much of the work will be done through the existing working group with sub-groups formed as necessary. • MC is working on a realistic timeline with WSP. • The final deadline of 10.09.21 will not be extended and in view of this, we need to dedicate all efforts and resources to this. We also need to factor in the approval requirements for local authority partners.
10.	Reengagement of WSP – expertise in OBC and FBC
	The Board approved the re-engagement of WSP by East Suffolk Council for the preparation of the OBC and FBC.
11.	Any Other Business
	No items.
	Meeting closed at 15:25