

## FREEPORT EAST SHADOW SUPERVISORY BOARD

<b>MINUTES OF MEETING HELD ON 17 OCTOBER 2022</b> <b>meeting held at Suffolk County Council, Ipswich</b>	
<b>Present:</b>	<b>Shadow Supervisory Board Members:</b> George Kieffer (Acting Chair), Mark Lemmon (Incoming Chair), Stephen Beel (Chief Executive), Cllr Steve Gallant (East Suffolk Council), Cllr Neil Stock (Tendring District Council), Emily Atack (Gateway 14), Cllr Richard Smith (Suffolk County Council), Chris Starkie (NALEP), Clemence Cheng (Felixstowe Dock and Railway Company), Cllr Harry Richardson (Mid Suffolk District Council), Cllr Lesley Wagland (Essex County Council), Dr Robert Singh (University of Essex) and Andrew Lawrence (Harwich International Port)
<b>Others in attendance:</b>	Stephen Baker, Paul Wood and Chris Bing (ESC), Cllr Suzie Morley, Fiona Duhamel and Michelle Gordon (MSDC), Steve Evison (ECC), Lisa Hastings (TDC), Marie Finbow (NALEP), Neil Glendinning (Harwich Haven Authority), Andrew Cook and Guy Gibson (SCC), Mark Taylor (Hutchison Ports) and Alex Lucas (Browne Jacobson – attended remotely)
<b>Apologies:</b>	Professor Anthony Forster, Brian Mew, Andrew Jarvis, Anita Thornberry and Michael Cousens
<b>1.</b>	<b>Welcome and introductions</b> GK welcomed everyone to the meeting and introductions were made.
<b>2.</b>	<b>Apologies for absence</b> Noted above.
<b>3.</b>	<b>Minutes of the last meeting</b> The notes of the meeting held on 26.08.22 were approved. There were no matters arising.
<b>4.</b>	<b>Declarations of interest</b> None declared beyond those on record. GK proposed that Andrew Lawrence be accepted onto the Supervisory Board representing Harwich International Port. This proposal was seconded by Cllr Neil Stock and carried.
<b>5.</b>	<b>Freeport East incorporation</b> <u>Articles of Association and Members' Agreement</u> <ul style="list-style-type: none"> <li>• Following comments raised at the last Supervisory Board meeting in August, private sector members proposed changes which were reviewed by Browne Jacobson and the Lead Authority and subsequently by the Governance Working Group. The amended Articles and Members' Agreement were before the Board today for consideration.</li> <li>• Amended Members' Agreement considered. AL took the Board through the material and non-material changes.</li> <li>• RS queried reference to the University of Essex being categorised as a public sector body when, strictly speaking, it is a business. However, the definition is broad enough in the documentation so as not to cause an issue. The Board can make minor changes in due course but for the purposes of agreeing the documentation today, the University will be considered a public body.</li> <li>• The Board approved the Members' Agreement.</li> <li>• AL then took the Board through the changes made to the Articles of Association.</li> <li>• The Board approved the Articles of Association subject to two typographical errors.</li> </ul>

	<ul style="list-style-type: none"> <li>Members each confirmed the internal timescales/processes in place to enable formal adoption.</li> <li>The Board wished to record its thanks to all those working behind the scenes to address the concerns raised at the last meeting in order to get us to the point of approval.</li> </ul> <p><u>Next steps</u></p> <ul style="list-style-type: none"> <li>Browne Jacobson will move towards incorporation once the internal approval processes have taken place.</li> <li>Browne Jacobson will circulate finalised copies of the paperwork and will also circulate the paperwork required to appoint directors.</li> <li>In view of the above, GK formally nominated Mark Lemmon as the new Chair of the Freeport East Shadow Supervisory Board and this proposal was seconded by Cllr Steve Gallant and agreed by the Board. At this point GK then stood down as Acting Chair.</li> </ul>
<b>6.</b>	<b>Full Business Case update / update on critical actions</b>
	<ul style="list-style-type: none"> <li>Our response to the critical actions raised by DLUHC have been addressed and were submitted on 14.10.22.</li> <li>SB ran through the summary of additional information requested and the action required to address DLUHC's concerns.</li> <li>It is hoped that the Full Business Case will be put to the Treasury Assessment Panel in December.</li> <li>Following sign off, £25m of seed funding will be made available along with access to the retained business rates income across the Tax Sites.</li> <li>The Board noted the contents of the report in support of this item.</li> </ul>
<b>7.</b>	<b>Delivery updates</b>
	<ul style="list-style-type: none"> <li>Tax sites – in Felixstowe the customs site was approved on 13.10.22 which saw Freeport East become operational – major milestone. Harwich – infrastructure presents a significant opportunity for the Freeport. Number of discussions taking place with interested parties (subject to NDAs).</li> <li>Gateway 14 – last week the Planning Committee voted unanimously to approve the Range's application. Good progress on site with the road to be finished by Christmas followed by landscaping. Framework of the business park should be substantially finished by the Spring. Skills and Innovation Centre is moving forward too.</li> <li>Freeports are continuing their dialogue with Government as to how much value custom site designation really has.</li> <li>Department of International Trade – will commence their marketing of Freeport East from next week (including via their overseas network).</li> <li>Planning application for Harwich – work ongoing on the masterplan but exact timing is unknown at the current time. Update to be provided before the next meeting or at the December meeting in order to help partners formulate their own timetables.</li> <li>Communications – SB to pull together a communications plan/strategy. Existing Communications Group to be used for this purpose. The Board was content for the Group to move forward at pace with this and to consider a formal reception in Westminster and a local event.</li> </ul>
<b>8.</b>	<b>Update on recruitment</b>

	<ul style="list-style-type: none"> <li>• Project Manager – low number of applications received and we may need to go out to recruitment again. This is a key post. CS confirmed that the New Anglia LEP does have some capacity to continue to provide project support for the short/medium term.</li> <li>• SB currently working up options in terms of the delivery team – has been difficult to recruit without an identity but this should be in place very shortly.</li> </ul>
<b>9.</b>	<b>Investment Zones</b>
	<ul style="list-style-type: none"> <li>• Quick turnaround in order to respond to the Government's expressions of interest process.</li> <li>• Agreed early on that we should put forward the three existing tax sites for upgrading to IZ sites.</li> <li>• SB ran through the sites put forward by Freeport East.</li> <li>• Excellent example of collaborative working on a tight turnaround for the benefit of all. Government has received twice as many expressions of interest than anticipated and the two week turnaround is very unlikely.</li> <li>• CC suggested a paper which pulls together the different sites put forward by the Freeport so that all partners are aware.</li> </ul>
<b>10.</b>	<b>Capacity Funding – latest Budget Statement</b>
	<ul style="list-style-type: none"> <li>• Balance of the capacity support grant stands at £191k.</li> <li>• Applied for the latest tranche of transition funds – this will help offset the project spend for this year of £344k.</li> </ul>
<b>11.</b>	<b>Any Other Business</b>
	<ul style="list-style-type: none"> <li>• The Board wished to record its thanks to GK for his invaluable work at Acting Chair and in particular for his leadership, patience and guidance, ably supported by MT.</li> <li>• Photograph of Board Members will be required for media purposes at some point.</li> <li>• Meetings to alternate between virtual and in person.</li> </ul>
	Meeting closed at 11:30
<b>12.</b>	<b>Date of next meeting</b>
	7 December 2022 at 10:00 – virtual