

**Minutes of RGF Green Port Growth Programme Board Meeting**

**5.00pm, Wednesday 13<sup>th</sup> July, 2016**

**Present:** Scott Yates (SY) (Deputy Chair) Alan Menzies (AM), Bill Walker (BW), Paul Bell (PB) , Mark Jones (MJ), Katy Swaby (KS) David West (DW).

**In attendance:** Sarah Clark (SC), Eleanor Carter (EC) DCLG, Stacey Middlewood (minutes), Richard Lowther (RL) for agenda items 6, 7 and 8.

<b>1</b>	<b>Apologies</b>	<b>Action</b>
1.1	Apologies received from Tim Rix (Scott Yates deputising) and Simon Brett (SB)	
<b>2</b>	<b>Minutes of the previous meeting and matters arising</b>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	No quorum formed therefore project proposals will need sign off from at least one more board member outside of the meeting.  <b>Action:</b> SC to request final sign off to approve any decisions made during the meeting from at least one more board member.	<b>SC</b>
<b>3</b>	<b>Declarations of interest</b>	
3.1	MJ declared an interest in item 7.1 due to HCC land ownership. KS declared an interest in item 9.1 as part owner of the company.	
<b>4</b>	<b>Investment update – Siemens and ABP, update on other potential investments</b>	
4.1	The factory is on target to be handed over during August 2016 with manufacturing expected to start soon after. Siemens now employ more than 500 employees at Alexandra Dock. The employees at the equivalent factory in Denmark are about to finish for the summer, so the new employees for the Alexandra Dock site will run the Danish site for 3 weeks as a test run for the Alexandra Dock site.  There has been interest from potential inward investors at Queen Elizabeth Dock.  Good progress is being made on the construction of the Energy Works site.	
<b>5</b>	<b>Potential RDI Grant</b>	
5.1	Bill Walker introduced the revised RDI Strand Knowledge Fund request - MJ noted that the paper met all the queries raised at the last board meeting. SY and AM agreed that there was enough information to approve the projects within the paper.	

	<p><b>Decision:</b> The Board agreed that the University of Hull should work up the full business case for each project to be submitted through the Knowledge Fund application process.</p> <p><b>Action:</b> SC to confirm to the RDI strand to work up full business cases to the Knowledge Fund</p>	SC
<b>6</b>	<b>Knowledge Fund Grant request</b>	
6.1	<p>Knowledge Fund grant request –Proof of Concept Project. RL introduced the project idea, the board raised a number of discussion points and whilst they reiterated their support for innovation, they felt the risk associated with the following points meant they were not able to support this project at this stage of development:</p> <ul style="list-style-type: none"> <li>• The project requested 100% funding (suggesting no financial risk to itself)</li> <li>• The project concept was not protected commercially</li> <li>• The application did not appear to show a clear strategy from the applicant of their route to commercialisation</li> </ul> <p><b>Decision:</b> The board rejected the application in its current form with feedback on the above points to be provided to the RDI Strand to discuss with the applicant.</p> <p><b>Action:</b> RL to feedback to RDI Strand to discuss with applicant</p>	RL
<b>8</b>	<b>Business Grant Proposal in principle</b>	
8.1	<p>Business Grant Proposal in principle. RL noted that whilst the project concept was not a new one, it did bring the opportunity to source local ‘green energy’ for a local market as well as providing a substantial number of employment opportunities.</p> <p>The board felt that this was an interesting project but did not feel that they could support it in principle at this stage given the level of information presented to them. The board confirmed they would be happy to receive more detail in the form of a business case.</p> <p><b>Decision:</b> The board welcome a full application and business.</p> <p><b>Action:</b> RL to feedback to potential project applicants.</p> <p>RL left the meeting.</p>	RL
<b>9</b>	<b>Business Support Grants Strand Grant requests</b>	
9.1	<p>Four project applications had been requested from the business support strand. The board noted that each project proposal met both the criteria and level of detail required and gained their full support.</p> <p>Business support requests received:            Enviromail Ltd</p>	

	<p>As part owner of the company KS declared an interest in the Enviromail application and left the room</p> <p>Request for support to purchase a 'steel slate conveyor, bin tipper and steel slate discharge conveyor' in order to extend their product portfolio to enable glass recycling of up to 5 tons of raw materials creating two full time operatives.</p>	
9.2	<p>Latitude Surveys Ltd</p> <p>Request for support to purchase additional surveying equipment to enable expansion and employment of a second surveyor addressing increased demand as a direct result of initial support from GPGP.</p>	
9.3	<p>Stead Engineering Ltd</p> <p>Request for support to upgrade equipment and purchase of CNC Hydraulic Press Brake to modernise the precision engineering facility and reduce outsourcing of work creating four new jobs.</p>	
9.4	<p>Turner Timber</p> <p>Request to support the implementation of a new client management system that will enable them to cope with the increased demand of existing and future contracts from enquiry right through to invoice. Increased demand has resulted from initial support from GPGP which will continue throughout a much longer growth plan.</p> <p><b>Decision:</b> The board approved all four applications.</p> <p><b>Action:</b> SC to confirm to the business support strand lead that all four project applications were successful</p>	SC
<b>10</b>	<b>Sponsorship Request for Global Entrepreneurship Week</b>	
10.1	<p>SC explained the request for support for the Global Entrepreneurship Week. The board discussed the linkages between GPGP and young entrepreneurs and agreed to sponsor the platinum package. It agreed that the places at the VIP dinner should be awarded to the 10 best young entrepreneurs who come up with the most innovative ideas, and the complementary wine should be replaced with soft drinks.</p> <p><b>Decision:</b> The board agreed to support this event at a Platinum level taking the specific conditions in to account.</p> <p><b>Action:</b> SC to feedback the decision to support to Helen Stinson.</p>	SC
<b>11</b>	<b>Strand update report highlights, recommendations</b>	
11.1	<p>SC summarised the key points on the strand report, highlighting a number of events including encouraging women into engineering and manufacturing linked to the Amy Johnson Festival.</p> <p>SC thanked BW for representing the GPGP board at the Amy Johnson launch</p>	

	event.	
11.2	SC advised the Demo wind expression of interest had been approved with the full application now requested. The board confirmed a full business case from	
11.3	the RDI Strand is now required to progress the support requested from the GPGP. SC to confirm to AL.	SC
<b>12</b>	<b>DCLG/BIS Update</b>	
12.1	EC confirmed that the outcome of the BIS Health Check meetings is still pending and again thanked SC for her contribution.	
<b>13</b>	<b>AOB</b>	
13.1	MJ noted the need for a firm UK energy policy was still a major issue to additional investment decisions. The board agreed that the focus of the board working with external partners was about moving this agenda forward independent of the current climate.	
	Meeting closed at 6.30pm	
	<b>Date and time of next meeting:</b> 5pm, Wednesday 10 <sup>th</sup> August 2016, Room 1, County Hall, Beverley.	