

**Minutes of a meeting of the East Midlands Freeport Board
Held on 23 April 2025 at 12.15pm
At Toyota Motor Manufacturing UK (Ltd), Burnaston, Derbyshire, DE1 9TA**

PRESENT

Nora Senior – Independent Chair

Landowners/Developers

Phil Canning – Uniper
Ben Green - SEGRO
Peter Ralston – Goodman
Ioan Reed-Aspley – East Midlands Airport (EMA)
Frank Robotham – Maritime Transport
Julie Rossiter – Etwall Land Limited (ELL)

Local Authorities

James Arnold - North West Leicestershire District Council (NWLDC)
Joe Battye – Derbyshire County Council (DCC)
Mr Lee Breckon – Leicestershire County Council (LCC) (Via Microsoft Teams)
Councillor Neil Clarke – Rushcliffe Borough Council (RBC)
Barry Cummins - East Midlands Combined County Authority (EMCCA)
Councillor Keith Girling – Nottinghamshire County Council (NCC) (via Microsoft Teams)
Richard Grice – East Midlands Combined County Authority
Derek Higton – Nottinghamshire County Council (via Microsoft Teams)
Adam Hill – Rushcliffe Borough Council
Councillor Tony King – Derbyshire County Council
Councillor Keith Merrie - North West Leicestershire District Council
Mike Roylance - South Derbyshire District Council (SDDC) (via Microsoft Teams)
Councillor Stephen Taylor – South Derbyshire District Council (via Microsoft Teams, from 12.37pm)

Accountable Body Officers

Lauren Haslam – Director, Law and Governance and Monitoring Officer (Via Microsoft Teams)
Simone Hines – Assistant Director, Finance

Executive Delivery Team

Jonathan Bretherton – Strategic Commercial Adviser
Dan Cooper – Head of Communications and Inward Investment
Katie Greenhalgh – Head of Green Growth and Inclusion
Naomi Kwasa – Governance and Committees Lead
Paul Miller – Head of Operations and Programmes
Tom Newman-Taylor – Chief Executive

1.	<p><u>Apologies for Absence</u></p> <p>The Chair opened the meeting and thanked Toyota for hosting.</p> <p>Apologies were received from Steve Griffiths who was represented by Ioan Reed-Aspley from MAG, and Andrew Pilsworth who was being represented by Ben Green from SEGRO.</p> <p>Apologies were also received from the MHCLG representative, Allison Thomas who was represented by James Arnold (NWLDC), Nick Wash, who was represented by Simone Hines (LCC), and Dr Justin Ives who was represented by Mike Roylance (SDDC).</p>
2.	<p><u>Declarations of Interest</u></p> <p>The Chair invited members who wished to do so to declare an interest in respect of items on the agenda. No declarations were made.</p>
3.	<p><u>Minutes</u></p> <p>The Chair noted that the minutes of the meeting held on 28 March 2025 had been circulated and that suggestions on further information to be redacted for publication were put forward. The Chair NOTED that the minutes would be recirculated to the Board with the redactions indicated. The Minutes were AGREED as a correct record.</p>
4.	<p><u>Chair's Update</u></p> <p>The Chair provided an update to the Board, including the outcome of the Public Sector Directors Group (PSDG) meeting which had taken place prior to the Board.</p> <p>The Chair then asked the EMF CEO to provide a brief verbal update.</p> <p>The EMF CEO noted that an initial meeting had taken place with EMCCA, EMF, Local Highways Authorities, and chaired by National Highways, to discuss proposals for taking forward the work on the Strategic Transport Investment Plan. Attendees were all in agreement with the approach signed off by the EMF Board at its March meeting, and it was noted that there is a further meeting next month to agree the final scope of the work. Draft scopes will be shared with private sector colleagues.</p> <p>It was also noted that there had been a successful introductory meeting with EMF and Prologis, with representatives from EMA, and that Prologis are still showing keen interest in becoming more closely involved with the EMF Board. It was agreed any formal Board decisions around integrating new partners into the Freeport needed to follow proper process and take into account the range of factors discussed at March Board.</p> <p>In relation to the Business Plan he noted that a few comments had been received since the last meeting and that there were no substantive changes, however, he would be meeting with some partners to discuss their comments. The Business Plan would be shared with the EMF Communications and Engagement Working Group prior to publication.</p>

	<p>The Chair then invited EMCCA representatives to provide a brief verbal update. The Interim Executive Director of Place highlighted that EMCCA's presence at the UK's Real Estate Investment and Infrastructure Forum (UKREiIF) was important and that EMF would be represented within that.</p>
5.	<p><u>Investment Strategy Update</u></p> <p>The EMF Head of Green Growth and Inclusion introduced the report which summarised the changes made to the draft Investment Strategy following comments received at the last Board meeting and shared via email with the EDT. She highlighted the salient points and noted that the only feedback which had not been addressed related to confirmation of EMCCA's support of the Strategy. She confirmed that EMCCA had been present at the S151 Subcommittee at which the Strategy was discussed and EMCCA representatives present at the meeting confirmed their support.</p> <p>The Chair noted that all confidential information would be redacted and welcomed the Board's views on further redactions. She CONFIRMED that the Strategy would be circulated before publication.</p> <p>Following the discussion the Board AGREED to;</p> <ul style="list-style-type: none"> a) Note the updates made to the Investment Strategy based on comments received at March Board and subsequently b) Approve this version of the Strategy c) Agree that a version of the Strategy (removing any confidential information) should be published in line with our transparency commitments, following circulation with the EMF Communications and Engagement Working Group.
6.	<p><u>Public Affairs Plan</u></p> <p>The Head of Communications and Inward Investment introduced the report which asked the Board to approve the Public Affairs Plan in advance of the full Communications Strategy, so that EMF is able to influence key policy milestones. They highlighted the targeted areas for engagement to unlock the tax sites and address cross cutting issues. EMF CEO noted that much of this work was already underway, however the aim now is to be more targeted in reflecting the different asks of the individual tax sites. He confirmed the implementation of this plan has been fully costed within the Business Plan and noted that the best chance of reaching senior levels of government is through the partnerships within EMF, in particular the Mayor of EMCCA.</p> <p>The Chair reiterated that there needs to be a consistent cohesive narrative surrounding EMF and that it would be helpful to have a separate discussion with EMCCA colleagues on supporting each other and adding value. She noted that there are already a number of meetings scheduled with senior MPs in government and that as EMF are initiating some key projects it is important to have the ear of those in Whitehall and Westminster, so they are fully sighted on the processes taking place.</p> <p>The CEO emphasised that all partners, particularly private sector, had a role in promoting the Freeport and should use their own channels, for example with</p>

	<p>government, to amplify our core messages. This was a key recommendation of the paper. Board Members agreed on the importance of working collaboratively with partners and landowners outside of Board meetings to ensure consistency and alignment when engaging with decision-makers/politicians. It was agreed that engagement details should be shared amongst Board members. It was also agreed that to ensure consistency of messaging and narrative, and to continue to build on the positive relationships between EMF and partners, engagement should take place and agreement reached prior to information being presented at Board.</p> <p>EMF CEO noted that monthly meetings have now been established with each tax site to ensure such information is captured. It was also noted that further engagement will naturally emerge as subcommittee meetings take place, as these will highlight issues to escalate to government.</p> <p>The Chair CONFIRMED the action that key EMF meetings and dates will be mapped out and circulated to the Board to give partners time to feed into these.</p> <p>Encouragement was given to bring local MPs into this space, who are also key stakeholders alongside the Mayor.</p> <p>A comment was also made that EMF should look to identify where the Freeport can add value in a space other partners may not be able to, and that the success of the plan should be measured by its impact, rather than the number of meetings undertaken.</p> <p>Following the discussion it was AGREED that the Board;</p> <ul style="list-style-type: none"> • Approve the Public Affairs plan and that this be shared with the EMF Communications and Engagement Working Group • Monthly calendar of engagement to be circulated to all Board members to update so all parties are sighted on forthcoming engagements • Support activities where appropriate/relevant • Detailed programme of Board and committee meetings to be circulated to ensure sequenced flow through of information and decision making
7.	<p><u>Public Sector Directors Group Terms of Reference</u></p> <p>The Head of Operations and Programmes introduced the report which asked the Board to review the final version of the Public Sector Directors Group Terms of Reference. He noted that these had been shared in draft and final form with the Public Sector Directors Group, representatives of public sector Members and the S151 Subcommittee. The purpose was to regularise the operations of the Public Sector Directors Group and take the same approach to other approved subcommittees. However, as Public Sector responsibilities are already enshrined within EMF's Members' Agreement this is more about ways of working and managing the meetings rather than a discussion about roles and responsibilities. He noted that it is intended these are published in line with EMF's transparency commitments agreed by the Board in January.</p> <p>Comments were made in regard to 1.6.1 in that a clause number was missing and that quoracy requirements were duplicated in 1.9.1 and 1.9.10. It was also commented that</p>

	<p>EMCCA's role within the subcommittee should be clarified as an observer. Following the discussion it was AGREED that;</p> <p>The Board approved the final version of the Public Sector Directors Group Terms of Reference, subject to the amendments as noted above.</p>
8.	<p><u>Complaints Policy</u></p> <p>The Head of Communications and Inward Investment presented the report which highlighted that a published Complaints Policy ensures transparency, accountability, and commitment to continuous improvement within EMF. He thanked the LCC Director of Law and Governance and the LCC Complaints team for their support in developing and reviewing the Policy. The Director of Law and Governance noted that as a Local Authority, LCC are subject to additional complaints procedures through the Local Government and Social Care Ombudsman, should a complaint be submitted in relation to LCC's role as Accountable Body.</p> <p>The Board APPROVED the Complaints Policy (Annex A) will be published on the EMF website.</p>
9.	<p><u>Action Log.</u></p> <p>The Board NOTED that actions from its previous meeting(s) had been completed, overtaken or were on the agenda and NOTED the list of outstanding and completed actions since the last meeting.</p> <p>EMF CEO noted that the work on the updated Procurement Policy is ongoing and will be reviewed by the S151 Subcommittee in May. Regarding the financial audit, the EDT is working with LCC to identify the right external partner to undertake this. A comment was made that when due dates for actions are expected to slip, this be updated to Board to approve. It was AGREED that these will be reviewed, and the Action Log would be recirculated to Board.</p>
10.	<p><u>Any Other Business</u></p> <p>The Chair wished all those taking part in elections in May the best and thanked those stepping down from the Board for their support and counsel. Councillor Girling noted this may be his last meeting and thanked the Board. Councillor King confirmed that this would be his last Board and noted he had enjoyed his role within EMF.</p> <p>The meeting ended at 1.00pm.</p>