

**HEREFORD ENTERPRISE ZONE  
EXECUTIVE BOARD  
26 APRIL 2016**

<b>Present:</b>	<b>In attendance:</b>
Bill Jackson (BJ) Chair	Dorothy Coleman (DC)
Tracey Goodwin (JG)	Jonathan Hook (JH) – for item 4
Geoff Hughes (GH)	Jennifer Huson (JHu) – for item 4
Glyn Morgan (GM)	
Mark Pearce (MP)	
Councillor Graham Powell (GP)	

	<b>ACTION</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
Neil Kerr, Nick Webster	
<b>2. DECLARATIONS OF INTEREST</b>	
As per Register of Members' Interests.	
<b>3. MINUTES OF MEETING HELD ON 15 MARCH 2016</b>	
The minutes of the meeting held on 15 March were approved as a correct record.	
<b>4. THE SHELL STORE: INCUBATION AND DEVELOPMENT APPLICATION CENTRE</b>	
<p>Quattro Design presented the detailed designs submitted as part of the bid to ESIF at the end of March.</p> <p>The Board confirmed its support to these outline design proposals, and were particularly pleased with the incorporation of the heritage elements.</p> <p>MP advised that in addition to the ESIF funding, funds were being sought from other sources including the Marches Growth Fund.</p> <p>It had been confirmed that the proposals would be covered by the LDO.</p> <p>It was hoped that, subject to securing funding, the building could be completed in early 2018.</p>	
<b>5. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA</b>	
None	
<b>6. ISSUES FOR DISCUSSION/DECISION</b>	
<p><b>a) Board and Team Goals for 2016/17</b></p> <p>The Board considered how their goals could support and supplement the agreed team goals for 2016-17.</p>	



<p>also visited Woodstock Trading Company to take some factory shots for use on the website.</p> <p>As Skylon Court was now fully let, Amy would also be contacting all the tenants to create a feature to promote their companies and the Zone. The information would also be used on the website.</p> <p>The team was also working with the University of Wolverhampton to produce a video of the Estate plus particular sites using their drone technology.</p> <p><u>Inward Investment Activity and Events &amp; Exhibitions</u></p> <p>MP and Mike Price had attended the Defence Procurement event in Cardiff on 16 March. Mike was looking at other events to attend and there was also an intention to maximise the benefits of the series of Midlands Engine trade Missions over the next year or so.</p> <p>MP also reported on a recent enquiry from an agent for a manufacturing company relating to several acres on the North Magazine. Having provided Zone and site details he was awaiting further contact.</p> <p><b>c) Infrastructure</b></p> <p><u>Broadband</u></p> <p>A draft business plan for the proposed joint venture was being considered by the finance and broadband teams in the Council. The response was generally positive with some points requiring further clarification/testing. GP to discuss further with MP following the meeting.</p> <p><b>d) Business Support and Networking</b></p> <p><u>Engagement with Qinetiq</u></p> <p>The fourth seminar, on cyber security had been fairly well attended despite some problems in issuing invitations, with very good speakers.</p> <p>The Board confirmed that it would be keen to encourage further clustering of cyber security businesses and the provision of cyber education on the Zone.</p> <p><b>e) Direct developments</b></p> <p><u>Skylon Court</u></p> <p>The final unit in Skylon Court had now been let, ahead of target.</p> <p><u>Skylon Place</u></p> <p>MedDx Solutions Ltd were now fully operational in Block A, and there was an active interest in the whole of block B.</p> <p>The Board congratulated MP and team on this success.</p>	<p><b>GP / MP</b></p>
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<p><u>Shell Store: Incubation and Development Application Centre</u> As already noted, in addition to ESIF, funding was being sought from other sources.</p>	
<p><b>8. RELATED PROJECTS</b></p>	
<p><b>Heritage Project</b> An update report had been received from the project team, which included the Project Development Officer taking up post, a talk and walk on 28 April, work with the Herefordshire First World War Commemoration Committee, and a further Open Day planned for 7 May.</p> <p><b>Skylon Tower</b> NK was arranging a date to test the best height of the planned Skylon Tower.</p>	<p><b>NK</b></p>
<p><b>9. ANY OTHER BUSINESS</b></p>	
<p><b>Three Counties Show – 17-19 June</b> The EZ had been allocated a stand within the ‘Hop into Herefordshire’ feature at the Three Counties Show. The manning of the stand was discussed, and it was agreed that the Economic Development team be asked to assist.</p> <p><b>House of Lords reception</b> BJ reported that he would be attending a reception at the House of Lords on 11 May at the invitation of the University of Wolverhampton.</p> <p><b>Marches LEP Annual Conference</b> It was noted that the first Marches LEP Annual Conference would take place on 27 April at the Ludlow Racecourse.</p>	<p><b>DC</b></p>
<p><b>10. DATE OF NEXT MEETING</b></p>	
<p>2.00pm on Tuesday 14 June</p>	