

**HEREFORD ENTERPRISE ZONE
EXECUTIVE BOARD
11 JUNE 2013**

Present:	In attendance:
Bill Jackson (BJ) – Chair	Dorothy Coleman (DC)
Neil Kerr (NK) – Vice Chair	Meirion Thomas (for item 5a)
Tracey Goodwin (TG)	Anthony O’Keefe (for item 5a)
Geoff Hughes (GH)	
Keith Lawton (KL)	
Mark Pearce (MP)	

	ACTION
1. APOLOGIES FOR ABSENCE	
ClIr Roger Phillips	
2. DECLARATIONS OF INTEREST	
As per Register of Members’ Interests.	
3. MINUTES OF MEETING HELD ON 30 APRIL 2013	
Approved as a correct record.	
4. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA	
<p><u>Minute 4 – Proposed Development Strategy for the Chapel Road areas of the Hereford Enterprise Zone</u></p> <p>Individually addressed and tailored letters had been sent to all businesses in the Chapel Road area setting out the approach. There had been no responses to date.</p> <p><u>Governance</u></p> <p>The Enterprise Zone Company was being set up and packs would be available at the next Board meeting for all Board members to sign as Directors.</p>	MP
5. ISSUES FOR DISCUSSION/DECISION	
<p>a) CM International</p> <p>Meirion Thomas and Anthony O’Keefe attended to report on achievements in year 1 and to set out plans for year 2.</p> <p>Noted that the first part of year 1 had focussed on background research and analysis of prospective sectors to focus on. 3 niche sectors in the defence and security sector had been selected and likely businesses in those niches had been identified. This had resulted in a long list of 311 defence and security companies, 28 active prospects identified, 9 conference calls held with the companies and 7 tailored investments propositions prepared and submitted, the majority being in North America. These approaches were</p>	

<p><u>Website</u> Amy Bould had provided some feedback on the website which MP and DC would be considering and implementing.</p>	<p>MP DC</p>
<p><u>Events</u> Noted that BJ had arranged meetings with Jesse Norman MP, Cllr Tony Johnson, Alistair Neill and Graham Wynn.</p>	<p>BJ</p>
<p>MP to draft a forward plan for events for discussion at the next meeting.</p>	<p>MP</p>
<p>c) Infrastructure <u>LDO</u> The first phase was being implemented.</p>	
<p><u>Utilities</u> Intensive work was underway with UPL and Parsons Brinckerhoff to identify and progress solutions for utility provision to our priority sites, focussed on the immediate sales.</p>	
<p><u>Superfast Broadband</u> GH gave the background to the inclusion of Superfast Broadband on the EZ as part of the local roll out programme. He confirmed that the Council had no problem in reprioritising the local Programme to put the EZ first (at the expense of others), provided there were no costs involved. As Chair of the Fastershire Board, he confirmed that he would put this matter of prioritising the EZ on the agenda for the next meeting on 30 July. The Board would then consider the outcome of that discussion – if BT sought further cost recovery this may be something to take up with BT/Government at senior level, or seek to pick up if necessary locally through the EZ’s capital funding.</p> <p>Local businesses should be encouraged to register their need for Broadband with BT to strengthen the case.</p>	<p>GH</p>
<p><u>Masterplan public realm infrastructure projects</u> SEW were developing landscape ideas which would be presented to the next Board meeting.</p>	<p>MP</p>
<p><u>Site Works – Connect 2 Cycleway</u> As a result of the bridge fabrication sub-contractor going into administration, the programme had experienced minor delays, but the work should still be completed in the autumn.</p> <p>It was agreed that publicity on completion of this work should include the Chair.</p>	<p>MP</p>
<p>7. RELATED PROJECTS</p>	
<p><u>Heritage/Facilities Centre</u> It was noted that the heritage consultant’s contract had been terminated following their</p>	

<p>confirmation that they were unable to adequately resource the work. All their research and contacts would be supplied.</p> <p>Alternative consultants would be invited to lead on the heritage aspects of the project. Several had been approached and would be invited for a site visit and briefing on 24 June. Shortlisted companies would then be asked to develop their ideas with a view to making an appointment in mid July.</p>	<p>NK</p>
<p><u>Innovation Centre</u></p> <p>NK reported that he and the Chair had visited the Shropshire Food Centre, and that these units had had a lower level of throughput than anticipated.</p> <p>KL reported on a meeting he and MP had attended with Emma Philpotts on 10 May. She had set up starter/innovation units in the science and technology sector in Malvern which were proving highly successful. MP suggested that a large vacant building in the Chapel road area could be an ideal setting for a similar set up on the EZ (e.g. make it weather proof and install Portacabins inside it).</p>	<p>MP</p>
<p>It was agreed that in the first instance, MP should talk to Emma Philpotts about the possibility of commissioning her for 1 day a week for 6 months to generate contacts and develop the idea.</p>	<p>MP</p>
<p><u>Sustainable Energy/Sewage Plant</u></p> <p>It was noted that the potential investor had a 12-month option of Goodwin land, and agreed that he be asked to provide a timeline for his proposal.</p>	<p>MP</p>
<p><u>Transport approach for the Enterprise Zone</u></p> <p>MP reported that Amey were producing a transport assessment and strategy for the Enterprise Zone, commissioned by the Council with financial support from the Highways Agency. This work should be completed by the end of September, and would provide detailed analysis of the current transport situation and identify ways to ensure that the full development out of the Zone could occur.</p> <p>This work would involve a survey of existing businesses on the Estate to help steer measures going forward. A Zone travel plan would be created by the end of October which would include a package of measures to ensure that the Zone worked smoothly in transport and access terms.</p>	<p>MP</p>
<p>Draft findings would be brought to the Board in September.</p> <p><u>Western Link Road/Eastern Link Road</u></p> <p>It was noted that detailed feasibility work was underway, and that a final line for the scheme would be agreed in September. It was anticipated that, budget permitting, the first phase could be completed in 2017, and the remainder by 2020.</p>	<p>MP</p>
<p>GH stated that an Eastern Link Road could be referenced in the LDF document, and that,</p>	<p>GH</p>

<p>should a sufficiently strong business case be made in the future, the new road could be added. This approach would ensure that the western route would not be prejudiced. He also reported that the Council had not been successful in obtaining 'pinch point' funding from the Highways Agency.</p> <p><u>Rail Connection</u> It was reported that the Council had commissioned a piece of work on the EZ's behalf from Jacobs Consulting to look at rail freight opportunities/options and the implications for the Zone. They would be speaking to the principal potential users of rail freight.</p> <p>A draft report, which would include ongoing revenue/operating costs, would be presented to the next Board meeting.</p> <p><u>Small Unit Development Scheme : Use of ERDF</u> MP advised the Board that funding from ERDF had been notionally allocated to Herefordshire Council last year, but that initial proposals had not been eligible. In the light of timescales for the scheme and the need to address a gap in the market, an application had been submitted for a small courtyard development comprising 3 blocks (single and two-storey) for manufacturing/office/storage providing a total of circa 1000 sq m of internal workspace. The scheme would feature flexible units designed to the Masterplan design guide, to a BREEAM Excellent standard.</p>	MP
8.ANY OTHER BUSINESS	
<p><u>DCLG requirements</u> MP advised the Board that following the submission to DCLG of the EZ Delivery Plan, a further request had been made for an Action Plan containing much more detailed milestones and progress reports. Government intended to monitor progress much more closely than before, and he would report back on how this played out.</p> <p><u>Road naming</u> A request had been received from HMS Engineering for an urgent resolution to the lack of road name at his premises. Following a brief discussion, MP was asked to progress the matter urgently, suggesting that the names of native tree species would be appropriate.</p> <p><u>Marches LEP</u> The Chair reported the appointment of Graham Wynne (Telford & Wrekin Business Board Chair) as interim Chair of the LEP. A formal appointment process was in train to fill the permanent position.</p>	MP MP
9. DATE OF NEXT MEETING	
2.00pm on Tuesday 9 July 2013	