

**HEREFORD ENTERPRISE ZONE  
EXECUTIVE BOARD  
2 July 2018**

<b>Present:</b>	<b>In attendance:</b>
Andrew Manning Cox (AMC) Chair	Dorothy Coleman (DC)
Tracey Goodwin (TG)	Tina Kilner (TK) for item 6(a)
David Harlow (DH)	
Geoff Hughes (GH)	
Charles Ingleby (CI)	
Neil Kerr (NK)	
Mark Pearce (MP)	
Sharon Smith (SS)	

	<b>ACTION</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
None	
<b>2. DECLARATIONS AND REGISTER OF INTEREST</b>	
AMC asked those who had not yet returned their Register of Interest forms to do so as soon as possible. This will enable each meeting to have a simple agenda item dealing with any updates to the Register.	<b>ALL</b>
<b>3. MINUTES OF MEETING HELD ON 30 APRIL 2018</b>	
The minutes of the meeting held on 30 April were approved as a correct record and signed by the Chair.	
<b>4. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA</b>	
<u>4a – Corporate Governance training</u> This had now been arranged for 10 September, immediately following the Executive Board meeting.	<b>ALL</b>
<u>4b – Additional Board Members</u> This would be considered at the next meeting.	<b>DC</b>
<u>4c – Development proposal</u> TG reported that the Goodwin Trust had been asked to provide a cost for building a purpose built facility for rent which they would soon be sharing with the company. Planning consent would be needed as any development would be outside the Zone boundary. He would report back to the next meeting.	<b>TG</b>
<u>4d - PR Strategy</u> MP reported that following the re-appointment by the Marches LEP of BeBold PR, he would now work with them on implementing the strategy.	<b>MP</b>

<p><u>4e – EZ Delivery Plan</u> MP was still following up on the key projects, and taking account of Away Day discussions before finalising the Delivery Plan.</p>	<b>MP</b>
<p><u>4f – EZ Capital Interventions</u> GH confirmed that the decision to allocate additional funding for EZ capital interventions would be published within the following 10 days.</p>	
<p><u>4i) Hereford Civic Society</u> Amy Bould would be asked to make contact with the Civic Society concerning the placement of an article on the EZ in their magazine.</p>	<b>MP</b>
<p><u>4h – Signage</u> Dan Thompson was continuing to work with NK on implementing the signage proposals. This will be an agenda item at the September meeting.</p>	<b>NK/DT</b>
<p><u>5a – Chair’s Report – Meetings</u> The Editor of the Hereford Times had been given a tour of the EZ. AMC was following up on discussions at his meeting with Jesse Norman MP, and a meeting with the Council’s Chief Executive had been arranged.</p>	
<p><u>6c – Straight Mile project</u> The possible need to relocate the monuments commemorating three generations of Rotherwas women along the Straight Mile had been discussed with the EZ Stakeholder Group and no major issues had been raised. It had been considered that they were not in the right place for people to read the names on them, and that it was now clear that the lists were far from comprehensive.</p>	
<p>Structural engineering advice and cost of moving the monoliths was being obtained. Should they need to be moved, care would need to be taken to arrange suitable notification and PR.</p>	<b>MP</b>
<p><u>8b – Railway link to Rotherwas</u> Following Mr Priddle’s recent enquiry, DC would send him a link to the Rotherwas Rail Demand and Business Case Study undertaken in 2015, and suggest he contacts the Council’s Head of Transport and Access Services should he have any further queries on this matter.</p>	<b>DC</b>
<b>5. CHAIR’S REPORT</b>	
<p>AMC presented his report and drew particular attention to the following: <u>Meetings in the House of Commons on 26 June</u> – there appeared to be a lot of goodwill towards the Marches LEP, as it was considered to be one of the higher performers. A report on the future of LEPS (which may also look at possible consolidation of LEPs) is due to be published before the Summer recess.</p>	

6. ITEMS FOR DISCUSSION	
<p><b>a) Travel Plan</b></p> <p>The Chair welcomed Tina Kilner, EZ Travel Plan Co-ordinator, to the meeting.</p> <p>MP recapped on the background to Local Development Order which provided a straightforward and easy planning process for investors. In developing the LDO, statutory agencies had imposed conditions, one of which was the production of a Travel Plan for the estate. Each new EZ investor was required to produce an Outline Travel Plan as a condition of securing LDO consent, and this was followed up by a Full Travel Plan 6 months after occupation. A travel planning consultancy had supported the team in this work until 2017, when the Council secured funding to provide this service. Tina worked with investors to produce, implement and monitor their travel plans. She also worked across the whole estate encouraging sustainable travel and the development of individual business travel plans.</p> <p>Tina introduced the draft Skylon Park Travel Plan which had been produced following the conclusion of this year's annual travel survey. The aim of the plan was to support the delivery of Herefordshire Council's Core Strategy and Local Transport Plan, meet the requirements of the LDO, reduce journey times, improve access to employment, reduce the environmental impact of travel, and support the health, wellbeing and safety of Skylon Park employees. She would be working directly with businesses in implementing the plan.</p> <p>She went on to outline some of the key ways that sustainable travel would be supported included improvements to infrastructure, funding for items such as pool bikes, lockers or cycle storage, training and support schemes, and advice, information and promotion. Links were made with other schemes for example, the Council's ActiveHere project.</p> <p>It was noted that investors and other businesses with Travel Plans were invited to be members of a Travel Plan Steering Group. Only a small number had attended to date. SS suggested that the Chamber may be able to promote travel planning through its members, and would follow up with Tina.</p> <p>Tina responded to a number of queries from members.</p> <p>The Board approved the Skylon Park Travel Plan.</p> <p><b>b) NMITE submission</b></p> <p>MP referred to discussions at the Boards Away Day on 30 April. Consideration was given to a submission made by NMITE which set out their accommodation requirements in terms of business interaction studio and workshop space. A 3.8 acre plot had been earmarked for the university adjacent to the Shell Store.</p> <p>DH and GH confirmed the Council's commitment to seeing the university's plans coming to fruition with a first intake of students in 2019.</p>	<p><b>SS/TK</b></p>

<p>The Board agreed to support the location of NMITE on the EZ for the purposes outlined in the paper. DH would discuss with Cabinet colleagues to gauge Council's appetite to support NMITE through the development of this site, using the newly procured development partner.</p> <p>It was agreed that Elena Rodriguez-Falcon be invited to present University's vision for the future to the September Board meeting.</p> <p><b>c) Sales enquiries</b>  <u>Investor interest A</u>  MP outlined this new investor enquiry and the Board agreed that he progress the interest.</p> <p><b>d) Science and Innovation Audit on Cyber Resilience</b>  MP explained that he had been working with the Worcestershire and Gloucestershire LEPS on behalf of the Marches LEP to conduct research to demonstrate the importance of the cyber sector in the locality and the opportunities that presented. It was agreed that a summary of the research be presented to the next Board meeting and also that the consultants be invited to present their findings to a small deputation from each of the 3 LEPS later in the year.</p> <p>Involvement with this piece of work had been a prestigious and rare opportunity, and the resulting report would act as helpful bedrock for future funding bids, and feed into the Government's industrial strategy. Hereford has the second largest concentration of cyber businesses outside London, and this report together with the cyber centre would raise the profile and position of Skylon Park.</p>	<p style="text-align: center;"><b>DH</b></p> <p style="text-align: center;"><b>MP</b></p> <p style="text-align: center;"><b>MP</b></p> <p style="text-align: center;"><b>MP</b></p>
<b>7. MANAGING DIRECTOR'S REPORT</b>	
<p>The Managing Director's report was received and noted. MP drew particular attention to the following:</p> <p><b>7.1 Sales Progress</b>  <u>North West corner of Chapel Road</u> – the Council had approved the marketing and sale of a 2.36 acre site which included 6 Romney huts and bases which were currently let to third parties. The tenants had been informed.</p> <p><b>7.3 Infrastructure</b>  <u>Straight Mile Cycleway/Walkway</u>  Following an open tender process the contract for this project had been awarded to Owen Pell. Work on site would commence on 16 July and would take 15 weeks. Phase 2, which would include landscaping, seating areas etc. would follow. NK suggested that a plinth be included in the Phase 2 work, so that local art features could be exhibited.</p> <p><u>North Magazine Spoil Heap</u>  This project would be delivered through the BBLP framework contract with the Council. A detailed specification had been drawn up and a start on site was expected by September.</p>	<p style="text-align: center;"><b>MP</b></p>

<p><b>7.5 Direct investment</b></p> <ul style="list-style-type: none"> <li>• <u>Shell Store: Incubation and Development Application Centre</u></li> </ul> <p>The design team had reviewed costs and identified a budget increase from £6.5m to £7.3m since the original estimate 2 years previously. MP thanked Council colleagues for their support in submitting a bid for additional funds to meet the shortfall. The full Council decision was expected on 13 July.</p> <p>Site preparation work was being undertaken with the clearance of self-seeded trees and saplings from the wall, and the removal of asbestos from the surroundings. Planning consent for the demolition of the boiler house adjacent to the Shell Store had been submitted. These works would ensure that the site was ready for development when the contract was eventually let.</p> <p>The continuing issues relating to the funding agreement with Shropshire Council (on behalf of the LEP) were noted. AMC stated that the situation was regrettable and deeply frustrating, and proposed calling a meeting of all key players to bring the matter to a conclusion. To that end he agreed to speak to Graham Wynn in the first instance. The Board agreed.</p> <p>The terms of NMITE’s occupation of the Incubation Centre were discussed.</p> <p>NK agreed to speak to MP about attending a meeting with the project architect to input into the design thinking with specific regard to discuss the retention of specific historic features of the building.</p> <ul style="list-style-type: none"> <li>• <u>Centre for Cyber Security</u></li> </ul> <p>The University of Wolverhampton had approached Herefordshire Council for investment in the project in addition to the land contribution. This would be determined at a meeting of full Council on 13 July. Council approval to the principle of a joint venture was to be sought, with the detail of the agreement to be agreed in the autumn. MP would work with the Council to take this forward.</p> <p>The University was hoping that work would start on site in November 2018.</p> <ul style="list-style-type: none"> <li>• <u>Direct developments</u></li> </ul> <p>MP reported initial feasibility study works had been commissioned for the two potential projects identified. This would form a business case for the Council to consider. If acceptable, the aspiration would be for a start on site in October.</p> <p><b>7.8 Other projects</b></p> <ul style="list-style-type: none"> <li>• Skylon Tower</li> </ul> <p>NK reported that the next stage would be for Painter Brothers to present the proposal to Balfour Beatty, which AMC agreed to attend if appropriate.</p>	<p>NK/MP</p> <p>MP</p>
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<b>8. ANY OTHER BUSINESS</b>	
None	
<b>9. DATES OF FUTURE MEETINGS</b>	
2.00pm on Monday 10 September at the Business Solution Centre	

**Signed**.....

**Date** .....10 September 2018.....