

**HEREFORD ENTERPRISE ZONE
EXECUTIVE BOARD
10 September 2018**

Present:	In attendance:
Andrew Manning Cox (AMC) Chair	Dorothy Coleman (DC)
Tracey Goodwin (TG)	Nick Webster (NW)
David Harlow (DH)	
Geoff Hughes (GH)	
Charles Ingleby (CI)	
Neil Kerr (NK)	
Mark Pearce (MP)	
Sharon Smith (SS)	

	ACTION
1. APOLOGIES FOR ABSENCE	
None	
2. DECLARATIONS AND REGISTER OF INTEREST	
2 forms were still awaited. Full register to be circulated with the next agenda.	
3. MINUTES OF MEETING HELD ON 2 JULY 2018	
The minutes of the meeting held on 2 July were approved as a correct record and signed by the Chair.	
4. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA	
<p>4h – Signage MP reported that gateway signage for the three entranceways to the estate had been designed and locations identified. Quotations were being obtained for production and installation. Shell store signage had been installed and a second larger sign was to be installed for maximum exposure. Cyber Centre signage had also been designed. A draft Skylon Park Design Manual had been produced.</p> <p>6c – Straight Mile project It was noted that the three Straight Mile monuments would cost a total of £45k to dismantle and move, plus further cost to reconstruct at a new location. He therefore did not recommend moving them and it was agreed to leave them in situ for now. An alternative option would be to re-clad the monuments (in vinyl), and possibly commission replicas as part of the Shell Store project. It was also noted that the list of names of the munitions workers recorded on the backs of the monuments was not comprehensive, and that a fuller record was now held at the HARC following the completion of the EZ heritage project.</p> <p>Initial conversations with the EZ Stakeholder Group had not raised any major concerns,</p>	

<p>but further consultation would be needed.</p> <p>8b – Railway link to Rotherwas</p> <p>A further communication had been received from the Herefordshire Sustainable Transport Group (HSTG) outlining their proposals for an urban ultra-light rail system serving the EZ, housing development in South Wye, the Old Market and historic city core. They had already discussed their ideas with Jesse Norman MP, Dft and NMITE. The Council’s Head of Transport and Access Services had confirmed that the scheme had been submitted directly to the Council via its consultation on the South Wye Transport Package. It would be evaluated alongside other proposals and a final package would be considered by cabinet for submission to DfT as part of the business case process early in 2019.</p> <p>A response would be sent to the HSTG.</p>	<p>DC</p>
<p>5. CHAIR’S REPORT</p>	
<p>The Chair presented his report and drew particular attention to the following:</p> <ol style="list-style-type: none"> 1. Shell Store and Cyber Centre – thanks to all involved in bringing the funding positions for both projects to a satisfactory conclusion. Both had generated significant media interest particularly from BBC Midlands Today and BBC Hereford & Worcester, with the Chair being interviewed for both. These had generated good feedback and had served to raise the Zone’s profile. 2. Geoff Hughes - After many years of service to the Council, and to the Board since its inception, Geoff Hughes would be leaving his position at the end of September. AMC expressed his and the Board’s thanks to GH for his knowledge, experience, dedication and commitment to the Zone’s success. AMC had met with Alistair Neill, the Chief Executive who would be GH’s successor on the Board, with Richard Ball, acting Director of Economy and Place as his alternate. 3. Meeting with University of Wolverhampton - AMC and MP had met with Professor Ian Oakes and Professor Pillai who had explained the plans for the Cyber Centre and the type of work that would be undertaken there. It was AMC’s intention to invite Prof Pillai to attend a future Board meeting so that members will be better equipped to promote the centre. MP agreed to provide members with a couple of sentences outlining the proposals. 4. NMiTE - Following a number of staff changes at NMiTE, Elena Rodriguez- Falcon had been unable to attend this meeting but would attend the next meeting on 22 October. David Nolan was now leading on property and was aware of the need to provide clarity on their specification and timings. MP would write to him again following this meeting to seek clarification of the use of the space in the Shell Store and also the purpose of the adjacent 3.9 acre site. This would be needed before the October meeting so that an informed discussion could take place and specification 	<p>AMC/MP</p> <p>MP</p> <p>MP</p>

<p>agreed.</p> <p>The Council and MP had met with potential investors who showed an interest in building offices and workspace which would be suitable for University use, or another business. The Council would need to decide whether it wished to pursue this option. It would also need to determine what other accommodation would be available to the University, and the level of risk it was prepared to take, in order to keep the overall project to timetable. The first cohort of 25 students was being accommodated at Miller Court.</p> <p>Noted that Hereford College of Arts was also seeking accommodation and may consider sharing with NMiTE.</p> <p>It was noted that the Council now had observer status on the governance structure for NMiTE.</p> <p>5. Marches LEP – AMC had been working on a LEP sub group which was considering the Government’s consultation paper on the future of LEPs. The deadline for submissions was 25 September. A key question related to the geographical areas of LEPs and whether these related to functional economic areas. GH stated that a number of Council areas linked in to more than one LEP – this was not the case in the Marches LEP area. The government intended to iron out the overlaps. Other issues to be addressed included LEP governance. Given that Hereford Enterprise Zone Limited had established formal governance in place, this should not affect the Zone.</p> <p>6. EZ accommodation – Options for accommodating the EZ executive team were discussed and it was agreed that the medium term solution would be to occupy space in the refurbished Shell Store. In the meantime, the current arrangements would be retained unless another suitable option presented. It was agreed that future board meetings continue to be held at the Business Solutions Centre.</p> <p>7. Resources and Capacity – considered under item 6b.</p> <p>8. Sir Adrian Bradshaw had been identified as an ambassador for the Zone. He would be briefed on all major developments.</p>	
<p>6. ITEMS FOR DISCUSSION</p>	
<p>a) Board Recruitment</p> <p>Consideration was again given to strengthening Board membership and addressing equality issues. 6 names had previously been considered but were not suitable for a number of reasons. It was reported that by 2020 LEP membership was expected to be 3:1 male:female, and 50:50 by 2022. It was essential that any new appointments be made on merit and added value to existing strengths e.g. from the defence and security sector. It was suggested that membership should reflect the local business community.</p>	

<p>It was agreed that although it was not essential to recruit new members, that the opportunity be advertised in the local media. MP to prepare a job description and person specification for circulation to the Board.</p> <p>b) Resources and Capacity</p> <p>The issue of capacity and resilience had been raised by the Chair.</p> <p>MP presented paper (2018/23) which outlined the current resources and capacity delivering HEZ priorities, i.e. core executive which drew on resources from within the Council and from procured professional contractors, and set out the need for additional resources. The attachment to the report showed all the main categories of activities undertaken to deliver the HEZ Delivery Plan.</p> <p>The proposal was to recruit a project manager to deal with estate, site and client investment issues on a full time basis for the next 2 years. This would see the Zone through the infrastructure investment needed to get the remaining land sale ready (particularly utility installations), the Shell Store, Cyber Centre, direct developments and NMiTE's investment built and operational, and the next wave of sales landed and installed on site.</p> <p>The Board agreed:</p> <ol style="list-style-type: none"> 1. That the EZ Executive Team needed augmenting to help deliver the current and expected priorities, particularly over the next 2 year period; 2. To the proposition of bringing in a project manager to deal with estate, plot and client management and interaction, and asked the MD to progress the process of securing that resource; 3. That as the functionality of the role would be useful beyond the life of the Zone, and subject to budget being available, that the appointment be made on a permanent basis. 	<p>MP</p>
<p>c) Government Consultation on Strengthened Local Enterprise Partnerships</p> <p>MP's report (2018/24) was noted. This item had been discussed under minute 5.5 above.</p> <p>d) MIPIM 2019</p> <p>NW presented his report (2018/25) which provided an update on the current proposals for the Herefordshire submission to the Midlands delegation to MIPIM 2019, and to seek views in terms of the content and direction of this submission.</p> <p>It was agreed that the contribution of £10,000 towards the Midlands Engine pavilion represented good value for money, and was a good opportunity to showcase the EZ and in particular the Shell Store, Cyber Centre and related potential at the North Magazine.</p> <p>This annual event, which takes place in the south of France, was attended by MP in 2017 and by DH and NW in 2018.</p>	<p>MP</p>

<p>was initial interest in a possible mechanism/methodology to invest in development at the North Magazine. A follow up visit would take place in October to better understand the project package agreed between Herefordshire Council and the investor.</p> <p>A similar introductory meeting and tour with another potential investor would be taking place on 8 October.</p> <p>There were strong links between the EZ and HIP as CI, DH and GH all served on both boards.</p> <p>The potential for the co-location of NMiTE with another education provider was discussed, and MP agreed to make contact for initial discussions with the provider. Council assistance would be needed to help find an alternative tenant(s) for their existing buildings.</p> <p>Infrastructure</p> <p><u>Straight Mile Cycleway/Walkway</u></p> <p>Phase 1 would be finished by the end of October.</p> <p><u>North Magazine Spoil Heap</u></p> <p>This project would now be undertaken in 2 phases in order to avoid winter working, phase 1 between September and November, and commencing again in the spring.</p> <p>Direct investment</p> <p><u>Shell Store: Incubation and Development Application Centre</u></p> <p>NK stated that he had attended 2 design meetings, and few tweaks and changes were being accommodated</p> <p>MP confirmed that all the funding agreements had been secured for this project at a revised budget of £7.3m. The tender process was now underway, and a planning submission had been made.</p> <p>Considerable preparatory work had been conducted at the site which included removal of saplings from the walls. Clearance of debris (including asbestos) from the surroundings, and demolition of the boiler house, ramps and some underground storage. Utility provision was being designed and procured.</p> <p><u>Centre for Cyber Security</u></p> <p>The Council had approved an allocation of funding to enable this project to proceed. Work was underway through a joint project board with the University to develop the governance arrangements for a joint venture between the two organisations. A number of issues needed to be worked through, and a joint legal commission had been made to work through a Draft Heads of Terms leading to recommendations.</p>	<p>MP</p>
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<p>It was anticipated that there would be a start on site in the Spring.</p> <p><u>Direct developments</u></p> <p>Engie, the Council's preferred developer partner, had prepared initial design and costings for 2 direct developments on Skylon Park, a 14,000 sq ft industrial unit on plot N4, and a 15,000 sq ft office development on plot S7 on the South Magazine. These were being reviewed.</p> <p>Future land availability/readiness</p> <p><u>LDO</u></p> <p>Work was well underway on preparing a revised LDO to replace the existing one which would run out in November. The next phase would be consultations.</p> <p><u>Hotel</u></p> <p>NK raised the possibility of attracting a hotel chain to build on the Park. MP reported that a report had been commissioned a couple of years previously which had concluded there was insufficient critical mass to justify it. There was also no obvious location.</p>	
<p>8. SKYLON TOWER</p>	
<p>NK was continuing to pursue this.</p>	
<p>9. ANY OTHER BUSINESS</p>	
<p>Application to list the Shell Store</p> <p>MP reported that an application had been submitted (by person unknown) to English Heritage to list the Shell Store building. The application had been turned down.</p> <p>Hereford Area Plan</p> <p>This was out for consultation and MP would draft a response. The plan reinforced Skylon South as employment land.</p> <p>Nursery interest</p> <p>Further to discussions at previous meetings, TG asked whether the Board would support the building of 3-4 units on the specified site outside the Zone boundary, in order to make it cost efficient in making the site development ready. Although the principle of locating a nursery on the specified site was agreed, it was suggested that a planning view be sought in the first instance.</p> <p>Skylon Park</p> <p>The Board confirmed that the Park should be referred to as Skylon Park, Hereford Enterprise Zone. GH referred to Stakeholder Group support for this name, as long as Rotherwas was retained for all heritage references.</p>	<p>MP</p>
<p>10. DATES OF FUTURE MEETINGS</p>	
<p>2.00pm on Monday 22 October at Business Solutions Centre</p>	

Signed.....

Date22 October 2018.....