



**HEREFORD ENTERPRISE ZONE
EXECUTIVE BOARD
3 DECEMBER 2018**

Present:	In attendance:
Andrew Manning Cox (AMC) Chair	Richard Ball (RB)
Tracey Goodwin (TG)	Dorothy Coleman (DC)
David Harlow (DH)	
Charles Ingleby (CI)	
Alistair Neill (AN)	
Mark Pearce (MP)	
Sharon Smith (SS)	

	ACTION
1. APOLOGIES FOR ABSENCE	
Neil Kerr	
2. DECLARATIONS AND REGISTER OF INTEREST	
There were no updates to be noted.	
3. MINUTES OF MEETING HELD ON 22 OCTOBER 2018	
The minutes of the meeting held on 22 October were approved as a correct record and signed by the Chair.	
4. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA	
<p>4a. Hotel Referring to the possibility of attracting a hotel chain to the Zone, CI stated that from his experience, it was important to first identify a site before seeking potential investment. Previous discussions had concluded that the most obvious place to locate it would be on the relief road where the new roundabout would open up the site for Bloor Homes, and it was agreed that this option be further explored.</p> <p>Keep item on the agenda.</p>	CI, NK, TG, MP
<p>4b. Potential second heritage project To be discussed at a future meeting.</p>	
<p>11. Proposal for extension of phase 1 development on Goodwin land Further to discussions at the previous meeting, TG advised that due to potential amendments needed to the plans to accommodate building regulations requirements the Goodwin Trust would not be proceeding with the development at this stage.</p>	

5. CHAIR'S REPORT	
<p>The Chair presented his report and the Board noted the recent meetings and events attended.</p> <p>These included the Marches LEP Board meeting on 27 November at which there was a lengthy discussion on NMITE and the funding awarded through the Growth Deal. The LEP Board was keen to see some spend before the end of March 2019. This would continue to be considered a top priority by the Council.</p> <p>The Chair also highlighted the visit of Nat Hone, High Sheriff of Herefordshire on 28 November. He had been very interested in the Zone's development and success to date, and had agreed to become an ambassador. He would be briefed on Zone progress.</p>	
6. ITEMS FOR DISCUSSION	
<p>a) Board recruitment</p> <p>A draft advertisement and role specification for additional Board Members had been circulated with the agenda. MP asked that comments on the draft be sent to him within the next week. The advert would be placed in the local paper, EZ website and newsletter and through local networks in the New Year.</p> <p>b) Signage Report</p> <p>MP updated the Board on progress with implementation of the signage strategy. He reported that discussions were taking place with Highways England to incorporate Skylon Park on the green directional signs on the A49 as part of the Southern Link Road project.</p> <p>3 Gateway signs had been installed on the 3 entrances to the Estate in the new style agreed in the design manual.</p> <p>There was an opportunity to install a fourth sign alongside the railway track to be viewed by railway passengers coming into and out of the city. A potential location had been identified and was being progressed with the tenant Balfour Beatty.</p> <p>Intra estate signage was also being refreshed as part of an ongoing roll out of new Skylon Park branded signage. The installation of the Straight Mile cycleway project had provided an opportunity to 'purge' the south side of the Straight Mile and other areas of extraneous signs/clutter.</p> <p>The process for naming buildings on Skylon Park was raised, and MP confirmed that a clause could be placed in the sales contracts requiring the purchaser to seek approval from the EZ prior to naming their building/site.</p> <p>Progress was noted.</p>	<p>ALL</p> <p>MP</p>

<p>c) Plot sale MP reported on the lack of engagement with an investor following agreement on a sale. The Board agreed to support the recommendation.</p> <p>d) NMITE AN updated the Board on progress NMITE had made in respect of the curriculum, and residential and teaching accommodation. Progress was noted and next steps were considered.</p>	MP
7. MANAGING DIRECTOR'S REPORT	
<p>The Managing Director's report was received and noted. MP drew particular attention to the following:</p> <p>Inward Investment Activity An introductory tour was to be held with Stanhope on 14 December.</p> <p>Direct investment <u>Shell Store: Incubation and Development Application Centre</u> Procurement of the contract was underway and due to complete in December. Clarification and value engineering discussions with the preferred contractor would follow with a view to start on site in February.</p> <p><u>Centre for Cyber Security</u> Discussions were continuing around the creation of a jv company between the Council and University of Wolverhampton with a view to obtaining a cabinet decision on 13 December. The contractor had been procured.</p> <p><u>Direct developments</u> Initial designs and costings had been received from Engie for an office development of plot S7 on the cyber campus. A cabinet member decision would be sought to commit the funding. Timings on start on site would depend on this approval, with final costings to be agreed and Engie then mobilising accordingly.</p> <p>Future land availability/readiness <u>LDO Renewal</u> MP reported that activity was well under way with the preparation of a revised LDO, and that a substantial amount of work had taken place looking at the potential expansion land with implications for all the statutory consultees. The original plan to extend the boundary on the eastern edge of the Zone had been scaled back due as new climate change advice on flooding risk could potentially delay the approval process. It was likely that the new order would be agreed in March. There were currently no outstanding planning submissions awaiting consent.</p>	MP/AN

<p>Finance and resources</p> <p><u>Financial resources</u></p> <p>MP had flagged up to the EZ Capital Works Programme Board that additional capital and revenue resources would be needed to deliver the full Zone potential and capability over forthcoming years. Resources were already in place until 2019/20.</p> <p><u>Staffing</u></p> <p>MP stated that a job description and person specification for an EZ Site Manager had been prepared, and would be recruited by the Council. RB confirmed that the post had been approved in principle, and was now going through the HR/recruitment process. It would be advertised in the New Year.</p> <p>It was noted that Dan Thompson would be seconded full time to the EZ from 1 December (previously 3 days a week).</p>	
<p>8. SKYLON TOWER</p>	
<p>It was noted that NK would be meeting with Painter Brothers and would try to encourage their involvement in the project.</p> <p>This item to be kept on the agenda.</p>	<p>DC</p>
<p>9. ANY OTHER BUSINESS</p>	
<p>Chair on leave</p> <p>AMC advised that he would be on away from 11 December to 6 February.</p>	
<p>10. DATES OF FUTURE MEETINGS</p>	
<p>2.00pm on Monday 11 February at the Business Solutions Centre</p>	

Signed.....

Date11 February 2019.....