

**HEREFORD ENTERPRISE ZONE
EXECUTIVE BOARD
6 September 2017**

Present:	In attendance:
Bill Jackson (BJ) Chair	Dorothy Coleman (DC)
Tracey Goodwin (JG)	Nick Webster (NW)
David Harlow (DH)	
Geoff Hughes (GH)	
Mark Pearce (MP)	

	ACTION
1. APOLOGIES FOR ABSENCE	
Neil Kerr	
2. DECLARATIONS OF INTEREST	
As per Register of Members' Interests.	
3. MINUTES OF MEETING HELD ON 4 JULY 2017	
The minutes of the meeting held on 4 July were approved as a correct record.	
4. MATTERS ARISING NOT ELSEWHERE ON THE AGENDA	
<p>a) Chair and Board recruitment BJ and MP updated the Board on their interview discussions with the prospective Chair candidates and made a recommendation on appointment of both Chair and Vice-Chair. The Board supported the recommendation.</p> <p>MP reminded members of the governance process in relation to director and chair appointments, and agreed to write a report for the Members' Board on 17 October with the Executive Board's recommendation on appointments.</p> <p>Consideration was also given to additional Board appointments and MP agreed to make approaches as discussed.</p>	<p>MP</p> <p>MP</p>
<p>b) Treatment of business rates post 2017/18 The potential to extend the EZ business rate relief scheme was being pursued nationally with Jesse Norman MP following up with the Treasury and MP had met with colleagues within the Council. Issues around the rates regulations needed clarification, and the potential cost to the Council of giving concessions to investor businesses was being investigated by the Council's finance team. The short term cost would need to be weighed against the long term benefit of the additional long term income in a business case to the Council.</p>	<p>GH MP</p>
The Council's portfolio holder for Finance was now Councillor Nigel Shaw, who would be	MP, GH,

meeting with MP, GH, DH and the finance team to discuss further with a view to making a decision by the end of September.	DH
5. ITEMS FOR DISCUSSION/DECISION	
<p>a) Sales issues</p> <p>MP advised the Board of recent interest and action was agreed. Currently there was a lack of development ready land available for small/medium sized investors. A list of potential clients was being held pending the availability of land. Some of the enquirers may be interested in the units to be built by Priority Space. TG stated that further land could be made available on Skylon North and that he would discuss with MP.</p> <p>It was noted that land and premises in the Chapel Road area was beginning to be sold.</p> <p>Noting that the majority of investors to date have been growing local companies, MP suggested that a way of assessing the fuller impact of the Zone would be to track the occupancy of the premises left by the Zone investors. This would be an ideal project for a University student to take forward. MP to discuss with NW how best to take this forward</p> <p>TG advised that a further meeting with Bloor Homes would be taking place on 28 September and that negotiations were continuing with the Council relating to the land value, building the roundabout etc. Should agreement be reached, work could begin to make available the land on Skylon South to investors.</p> <p>b) Council freehold disposals on Rotherwas properties</p> <p>GH advised that he and Ian Higgs, Property Manager, had discussed disposal of Council assets with Councillor Harry Bramer, Cabinet member for contracts and assets. Lambert Smith Hampton had been appointed by the Council to dispose of its land leases, the first batch of 3 or 4 which were land leases on Rotherwas would be going to auction before Christmas. This would enable local land values to be established. A letter would be sent to all tenants affected advising them of the date of the auction so that they would have an opportunity to purchase the land themselves.</p> <p>GH agreed to inform the Board which leases would be going to auction, and also to suggest that the auction takes place locally.</p>	<p>MP NW</p> <p>GH</p>
7. MANAGING DIRECTOR'S REPORT	
<p>a) Sales Progress</p> <p>MP reported that the sale of plot N20 to Active Rehab Equipment had been completed, and that the appointed contractor Collins, were expected to start on site in September.</p> <p>Contracts had been exchanged with Hydra Capsule for the sale of N16. The company was submitting its LDO documents, and would be confirming construction arrangements.</p> <p>Priority Space were also gearing up for a start on their developments by mid-October.</p>	

<p>Ground raising work on the site had to be completed first.</p> <p>The KGD R&D building had been built and work had started on the construction of the main factory building. It was likely that work on the factory buildings would be completed more quickly than envisaged in the programme.</p> <p>The Board noted that at least 2 companies were not proceeding with their investments until confirmation could be given about the extension of business rate relief.</p> <p>MP noted that a substantial amount of investment was needed to be spent to make the North Magazine development ready, bringing utilities and drainage to the site.</p> <p>b) Marketing <u>Communications and PR</u> Jesse Norman MP would be officially opening GB Electrical & Building Services' new facility on Friday 8 September.</p> <p>An EZ briefing and tour had been arranged for all councillors on Friday 29 September. Take up to date had been low. Councillor Harlow agreed to remind his colleagues to book for the event.</p> <p><u>Inward Investment Activity and Events & Exhibitions</u></p> <ul style="list-style-type: none"> • MIPIM 2018 NW had attended the recent MIPIM 2018 planning meeting. The Marches LEP local authority partners were gearing up for a significant profile at the event and associated input into the Midlands Engine Investment Portfolio. • Return Maryland visit to the UK. Worcestershire LEP were leading on the link with Maryland and arrangements for the return visit to the Cyber Maryland event in October. • DSEI 2017 BJ, MP and DC would be attending this event from 12 – 15 September at the ExCel London. <p>c) Infrastructure <u>Broadband</u> It was noted that ITS continued to follow up sales interests.</p> <p><u>Straight Mile Cycleway/Walkway</u> Detailed designs were still being finalised. Requisite permissions would then be obtained prior to going out to tender.</p>	<p>DH</p>
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DH reported that he had received an email from Councillor Jim Kenyon relating to the maintenance of the Greenway bridge and cycleway. Councillor Barry Durkin would be meeting with the officer team to discuss. Issues relating to graffiti and damage to the lighting were also noted, and it had been suggested that additional CCTV be installed.

GH referred to a recent bid that had been submitted for government funding for a Hereford University City package of measures to encourage sustainable travel. The bid for funding would further enhance and join up the city's cycleways and improve signage. A decision was expected before Christmas.

Transport (other)

BJ agreed to provide a letter in support of the Council's bid to the Homes and Communities Agency for bypass funding.

MP reported that the local Ward councillor had been very active in arranging a meeting to discuss roads, transport and travel matters which included the EZ. MP had provided a briefing detailing everything the Zone had done in this respect relating to promoting and encouraging sustainable travel to and from the Estate.

North Magazine Spoil Heap

Following receipt of sign off from the EA to the principle of reusing this spoil elsewhere on the site for ground raising, a meeting had been held with the EA to agree the precise methodology for the handling and movement of the material. Subject to approval of the further official documents required, it was hoped that work would commence in September.

d) Business Support and Networking

An innovation seminar organised in partnership with Qinetiq had been held on 20 July and had attracted 20 attendees. The event focussed on a future vision for partnerships in agritech and food research. Dr Rhian Hayward MBE from Aberystwyth Innovation and Enterprise Campus (AIEC) had provided an insight to this new centre's world leading facilities and expertise for the agri-tech industry and the bio-science sector. It was possible that the seminar would be re-run in order to attract more representation from the NFU and CLA.

Suggestions for future events would be welcomed.

e) Direct developments

Shell Store: Incubation and Development Application Centre

All funding was now in place in principle, with a £2m ERDF award, a LEP loan of £2.6m, and the balance from Herefordshire Council. The Council would be confirming to the LEP that it was prepared to underwrite the risk relating to occupancy of the new centre. As soon as the LEP contract was awarded, the design team would be mobilised and the procurement process for the contractor would begin.

BJ

<p><u>Centre for Cyber Security</u></p> <p>The University of Wolverhampton was considering options relating to the purchase of the land. ERDF funding was being sought towards the fit out of the centre. It was anticipated that work would start on site in early 2018 with a view to opening the facility in summer 2019.</p> <p>f) Future land availability/readiness</p> <p><u>Skylon South</u></p> <p>The EZ had prepared a masterplan for this area, utilising the fullest extent for employment. Costings of the necessary infrastructure had been shared with all partners in July. The proposed approval would involve investment by the Council in infrastructure (including the new roundabout off the access road) in exchange for ownership of employment land. MP was seeking to catalyse decision making on this as new client interest continued to be received.</p>	
<p>8. RELATED PROJECTS</p>	
<p><u>Skylon Tower</u></p> <p>NK continued to work on this project with a view to commissioning the detailed design work, and seeking funding.</p>	
<p>9. ANY OTHER BUSINESS</p>	
<p><u>Canary Girls Memorial</u></p> <p>Following a motion put to full Council, a meeting was to be held on 13 September to discuss plans for a memorial to the canary girls which may be located at the Herefordshire Archives and Record Centre. The Shell Store would also reflect the site's legacy in an appropriate way.</p>	
<p>10. DATE OF NEXT MEETING</p>	
<p>12.00 on 17 October at the Business Solutions Centre</p>	