

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 08 May 2017 at 10.00
Plough Lane, Sutton Room

CHAIR:	Alistair Neill	AN	CEO Herefordshire Council
NOTE TAKER:	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council
PRESENT:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Mark Edwards	ME	HTET Trustee
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfcs Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfcs Council
	Toby Kinnaird	TK	HTET Trustee
	David Nolan	DN	Managing Director, Nth Degree Consulting
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. Round the table introductions took place.	
2.	NOTES OF LAST MEETING – Alistair Neill <u>Page 1, Item 3 – LEP request</u> ACTION: RG to look into LEP request for additional resources and find out requirements ACTION UPDATE: Nick Webster to discuss at LEP Management Board meeting on 09 May and challenge the requirement for additional resources. <u>Page 1, Item 4 – Rule Book</u> ACTION: DN to forward completed rule book to RG for HC review ACTION UPDATE: the document is now complete, and has been checked by Jo Parkes-Newton to ensure it meets requirements. ACTION: DN TO FORWARD COMPLETED RULE BOOK TO RG FOR HC REVIEW <u>Page 5, item 13 – Engineering Leaflet</u> ACTION: MW to distribute a copy of the leaflet to all cabinet members ACTION UPDATE: complete ACTION: MW to pass the remainder of the leaflets to Kevin Singleton ACTION UPDATE: complete	DN, RG
3.	NMITE PRIORITIES MAY TO SEPTEMBER 2017 – David Sheppard The government calling an election has further delayed any announcement from DfE in relation to funding. The announcement is likely to be delayed until September. This means that they lose an additional three months from the project as they have been unable to appoint individuals to undertake work required to progress the university. In total the project has lost nine months due to government delays in relation to funding announcements. This has had an impact on the planned timescales. They are now planning to take a creative cohort of 25 students in September 2018 to help them create the university. These could include engineering students due to graduate in summer 2018. In September 2019 they will have a small intake of students to test that it all works. If these students choose to stay on for 2020, any work undertaken during the testing year will count towards their degree. They will open to students in September 2020. They are negotiating with RNIB at present to house the first cohort in Gardeners Hall. This will allow an additional year to get the student accommodation designed and built on the Essex Arms site.	

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	<p>Work continues with Warwick on validation. As well as the curriculum they also approve the teaching and residential spaces. NMiTE need to have credible plans in place. They have clear plans in place in terms of requirements, but no clear business plan. They have identified teaching space for the first 1k students, and accommodation for 300 students, but there is concern in relation to second and third cohort of students. This is likely to be private sector funded. They will be looking at accommodation coming forward over the coming years. Once funding is agreed they will pull together the business case. Warwick will sign off designs for student accommodation as it won't be delivered in time to validate the programme. There is a degree of flexibility, and they could validate on a smaller scheme whilst having plans in place for expansion.</p> <p>The delay has not been publicised yet. NMiTE submitted their monthly development plans and budgets profiling the build-up over the next 48 months the day that the election was announced. DS & DN now need to rework this information. Once finalised they will write to HC to advise of delay and confirm ok to update members. The appointment of the University Founding President is to be made later in May, and details of the delays could be included.</p> <p>Hereford was recently identified as the second most congested city outside of central London. Members are keen to see the university work for local people as well as for students. They do not want to see additional congestion as a result of its construction. We need to ensure that residents are kept informed and feel involved in the process. Discussions were held about transport plans to accommodate the influx of students.</p> <p>ACTION: TK TO LOOK AT BULK PURCHASE OF EBIKES AND PULL TOGETHER FIGURES ON PRICES, ETC.</p> <p>ACTION: NMITE TO ADD TRAVEL PLAN TO THE ACTION PLAN</p>	<p>TK</p> <p>DS, DN</p>
4.	<p>ARRANGEMENTS WITH DFE, LEP, ETC. - David Sheppard Covered above.</p>	
5.	<p>HIGH TOWN PROPERTY OWNERS SUMMIT - David Sheppard At a recent Area Planning Group NMiTE agreed to organise a summit to get property owners with property in High Town to work together. At present they have property reducing in value. Long term use is likely to be ground floor so what will they do with the rest of the property?</p> <p>RG advised that the housing team undertook similar work seven years ago so they will have a lot of contacts. The owners were not keen at that time but with the recent economic changes they may now be more willing. We need to ensure that work is not being completed by other parties in the same area.</p> <p><u>Western Power Distribution Electricity Substation in Hereford High Town.</u> The lack of capacity in this area is preventing any development. A location is being negotiated for additional capacity. We need to ensure they are aware of future demand in the area, i.e. potential student accommodation / teaching facilities. NMiTE have not had discussions with WPD.</p>	
6.	<p>PROPERTY - David Sheppard Nothing raised.</p>	
7.	<p>LOAN AGREEMENT – Geoff Hughes / Richard Gabb The draft loan agreement is ready for presentation at the leaders briefing later in the week. A decision will be made soon after.</p> <p>ACTION: RG TO FORWARD DS & DN A COPY OF THE DRAFT LOAN AGREEMENT</p>	RG
8.	<p>REVISED JUDB TERMS OF REFERENCE - AII DS has updated the TOR to reflect that the board are now working to deliver a university rather than a GBBC. It needs to be a long-term agreement as it is not a short term project.</p> <p>We need to ensure that there is coordination with the Economic Vision, the Masterplan, etc. This is not a seasonal university; it will be open 52 weeks per year. The market</p>	

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	<p>needs to be advised that over the next three years X number of students are going to be looking for evening / weekend activity, etc. We need to ask existing companies to work in partnership with us, and advise us what their plans are going forward. Need to be proactive and drive the economic growth.</p> <p>NMiTE have a provisional agreement with existing sports clubs that they will support the university to start with.</p>	
9.	<p>ECONOMIC VISION LAUNCH EVENT - David Harlow The event is on Friday 23 June at Eastnor Castle. Invites will be sent out shortly. This will be the first in a series of events showcasing what we are doing.</p> <p>Recent discussions have established that HC won't be responsible for driving the vision forward. It is planned that a separate organisation will be formed. Invest Herefordshire will be a separate body that's sole purpose is to drive forward the plan. It will have an MD and officers working to bring forward projects within the plan with private sector contracts. They will go out and work with planners and potential investors to bring forward opportunities.</p> <p>They want to get the EV progressed to a point that should the administration change in 2020 that the project can continue without interruption.</p>	
10.	<p>NEXT STEPS - All <u>Involving Key Staff</u> ACTION: RG & DS TO DISCUSS HOW BEST TO INVOLVE KEY STAFF</p> <p><u>Timeline</u> AN felt that now that we are moving the whole programme forward, we need to manage this complex programme in established good practice – i.e. with a programme overview (e.g. Prince 2) showing the defined individual project areas, e.g. student accommodation, city centre core site, Rotherwas teaching site, financing, curriculum/ accreditation/validation, student cycling and routes, power supply, 'university city' development, leisure food and drink, etc. These should be set as projects in themselves within the overall programme, with agreed project leads empowered to move the project forward. This overall programme would then form the backbone of the agenda for the JUDB to add real value.</p> <p>This approach was agreed by the board.</p> <p>DN advised that an Implementation plan is to be designed very much based on this outline, and showing the individual project critical paths. It needs to show requirements and to understand pathways for each party, i.e. construction of a hotel, etc. themed areas, project leads, through to project delivery. A high level plan can be provided at the next meeting, but the more detailed plan will take some time to pull together.</p> <p>ACTION: DS TO PULL TOGETHER A TIMELINE / IMPLEMENTATION PLAN</p> <p><u>Property</u> GS felt it would be helpful to meet on a more operational basis to look at that property issues / discussions / negotiations. If a site is not suitable for the university it could be suitable for other purposes through the Economic Vision.</p> <p>ACTION: GS & DS TO MEET TO DISCUSS PROPERTY OPTIONS AND POTENTIALLY SETTING UP A PROPERTY GROUP MEETING</p>	<p>RG</p> <p>DS</p> <p>DN</p> <p>GS, DS</p>
11.	<p>ANY OTHER BUSINESS - All None raised.</p>	
12.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Monday 12 June at 10.00 at the HC Plough Lane Offices, Sutton Room 	