

**JOINT UNIVERSITY DELIVERY BOARD MEETING  
Notes and Action Points  
Monday 11 September 2017 at 10.00  
Plough Lane, Sutton Room**

<b>CHAIR:</b>	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
<b>NOTE TAKER:</b>	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council
<b>PRESENT:</b>	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Toby Kinnaird	TK	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	David Nolan	DN	Managing Director, Nth Degree Consulting
	David Sheppard	DS	Co-Team Leader, Hereford University Project
<b>APOLOGIES:</b>	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	Alistair Neill	AN	CEO Herefordshire Council
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council

ITEM	NOTES	ACTION
1.	<b>ATTENDANCE / APOLOGIES / INTRODUCTIONS</b> Attendance and apologies are recorded above.	
2.	<b>NOTES OF LAST MEETING – Geoff Hughes</b> Agreed as true record.	
3.	<p><b>HEREFORD AREA PLAN / UNIVERSITY MASTERPLAN &amp; VISIT TO LINCOLN ON 03 OCTOBER – David Sheppard</b> <u>Hereford Area Plan / University Masterplan</u> The final report has been received from AECOM.</p> <p><b>ACTION: DS TO FORWARD THE AECOM FINAL REPORT TO GH, RG, AN &amp; KS IN COMMERCIAL CONFIDENCE</b></p> <p><b>ACTION: DS, DOUG REID AND KEVIN SINGLETON TO DISCUSS WHAT IS REQUIRED AND WORK TOGETHER TO PRODUCE THE SPEC</b></p> <p><b>ACTION: FINALISED SPEC TO BE FORWARDED TO MW FOR CIRCULATION TO JUDB FOR AGREEMENT</b></p> <p>We need to ensure that Hereford City Council are engaged with the process. GH advised that the Hereford Area Plan should be adopted and go through public enquiry within two years.</p> <p><u>Visit to Lincoln on 03 October</u> A visit has been arranged to meet with Lincoln University, Lincoln City Council and Lincoln County Council to discuss the effect that a new university has on the city. DS queried who from HC / JUDB will be attending.</p> <p><b>ACTION: GH TO DISCUSS WITH AN AND NOMINATE ATTENDEES FROM THE GROUP TO ATTEND. GH TO CONFIRM NAMES TO DS</b></p> <p>DS queried if HC have established contacts for the provision of a minibus to transport attendees to and from Lincoln. It was felt this would be more cost efficient than the train. HC &amp; NMiTE to share the cost.</p> <p><b>ACTION: GH TO SPEAK TO OFFICERS AND REQUEST COMPETITIVE QUOTES ARE SOUGHT FOR MINIBUS TRANSPORT TO LINCOLN</b></p>	<p><b>DS</b></p> <p><b>DS, DR, KS</b></p> <p><b>DS, MW</b></p> <p><b>GH</b></p> <p><b>GH</b></p>
4.	<p><b>HISTORIC ENGLAND VISIT: 04 &amp; 05 OCTOBER – David Sheppard</b> Historic England (HE) are expecting the university team to present details to them and to have the opportunity to meet with officers from HC and HCC. GH queried if we are comfortable to proceed on this timetable? Is there sufficient resource and confidence in place for a two day visit? JK was confident that they will make it work. He commented that it is an unusual opportunity and will be hugely helpful to the whole area planning process. These visits do not happen very often, HE only have two sessions outside of London each year.</p>	

ITEM	NOTES	ACTION
	<p>HE realise that the core of Hereford may be at risk unless things are done in a different way. The Regional director is totally behind the plans and sees Hereford as a key historical city. We need to make them aware of our ambitions and aspirations.</p> <p>DS advised that Victoria Harley*, Historic England Commissioner, has confirmed she would be happy to participate.</p> <p>TK noted that the visit to Lincoln is taking place the day prior to the HE visit. He suggested that Lincoln are asked about HE's input into the university when it was delivered.</p> <p><b>ACTION: DS TO FORWARD HISTORIC ENGLAND AGENDA TO KEVIN SINGLETON (CC MW) AND DISCUSS WITH HIM THE CONTENT OF THE VISIT</b></p> <p><i>* Victoria Harley is manager of Brampton Bryan Estate, Herefordshire, and concentrates on preservation and reuse of traditional historic buildings, together with landscape conservation. Through links with the Historic Houses Association, she has wide experience in the management of historic houses. She was previously director of Sotheby's Carpet Department and latterly a freelance consultant. She served on the National Trust Midlands Advisory Board for seven years and was a trustee of the Offa's Dyke Association. She is governor of two schools. Victoria was appointed as an English Heritage Commissioner in 2014. She serves additionally on the Designation Review Committee, the Audit and Risk Assurance Committee and the Historic Estate Conservation Committee.</i></p>	<p><b>DS</b></p>
<p><b>5.</b></p>	<p><b>PROPERTY - Janusz Kozinski</b></p> <p>Doug Reid has met with Andrew Husband and Russell Cheasley to look at potential options. JK met with AN on 08 September. The team have analysed a number of options within and just outside of the city for four main categories:</p> <ol style="list-style-type: none"> <li>1. Academic spaces,</li> <li>2. Student services (health, career advice etc.),</li> <li>3. Colleges and residential spaces for students,</li> <li>4. Administrative spaces.</li> </ol> <p>They reached the conclusion that they need to look at the best options for the students. If they are not available then they will look at alternatives.</p> <p>1. Academic Space; A site has been identified to accommodate 800 students in a central location. The university will have assessed the feasibility of this site by the end of September 2017. If this solution is not feasible then a different approach will be required. Timescales are tight as development needs to start as soon as possible.</p> <p>2. Student services; It is felt that the main hub for the university should be located in St Peters Square. The university understands that the preferred location may not be available immediately, and if this location is not practical to deliver the university requirements they are prepared to look at other options.</p> <p>The university has also identified a privately owned, recently refurbished rental office space that could initially be used for some limited academic purposes and for a student hub to accommodate the first tranche of students.</p> <p>JK requested the timescales for the availability of an office block currently used by HC. GH advised that the information should be available in the next week or so.</p> <p><b>ACTION: GH &amp; AN TO PROVIDE A TIMELINE FOR THE CLEARANCE OF OFFICES</b></p> <p>3. Student residences; A number of potential properties have been identified. There is more flexibility with these spaces.</p> <p>4. Administration: This is not as high importance as other spaces. It is felt that the easiest solution is to have a presence in high town scattered throughout several properties in the area. It should prove easy to locate this in a number of smaller spaces.</p> <p><b>ACTION: GH TO ENSURE HC PROPERTY SERVICES ARE ENGAGING WITH DR</b></p> <p>A number of locations have been looked at and GH advised that the property services team are evaluating options at present. DS advised that a property developer will help NMITE with the assembly of properties and work on the procurement.</p>	<p><b>GH, AN</b></p> <p><b>GH</b></p>

ITEM	NOTES	ACTION
	<p><b>ACTION: NMITE TO PULL TOGETHER ALL INFORMATION INTO A PROPERTY PLAN, AND INCLUDE A MAP</b></p> <p>DN felt it would be useful to have a funding reflection in relation to the property plan.</p> <p>DH asked whether the university still planned to use the Shell Store. JK offered reassurance that the Shell Store is included within the plans. This is where the labs will be located and where entrepreneurial work will take place. The university will want access to this location from the outset. GH commented that the advantage of having sites located at the EZ is that the planning period is much shorter.</p> <p>GH advised that HC has been approached by an organisation that has expressed an interest to rent the Franklin Barnes building for 12 months. It was queried if NMiTE had any objection to this. DS advised that this building is now a medium term priority rather than the short term priority so they have no objection to it being let.</p> <p>DH queried if there were any plans to improve the cycle links and in particular either end of the new cycle bridge. We need to ensure that it is a safe environment that people are happy to use. DS agreed that they have to find solutions, and confirmed it is on the list to be looked at. He is in the process of establishing the ownership of land around the new cycle bridge that could be an alternative cycle route.</p> <p>GH advised that HC have submitted a bid for transportation improvements linked to the university. They will know by end of year if this bid is successful.</p> <p>DH stressed council support for the university, and stressed the need to ensure that there is a harmonious link between the public and the university; for example, an increase in traffic within the city will not be received well by the public. JK confirmed that they want the university to be embedded within the community. PJ felt that some careful engagement will be required so that the public can see the benefit of the university not just the costs.</p>	<p><b>DS, DN</b></p>
<p><b>6.</b></p>	<p><b>PROJECTS: HEREFORDSHIRE COUNCIL, NMITE AND JOINT – Janusz Kozinski</b></p>  <p>Individual Projects - distributed autonomy.]</p> <p>Following a group session it was agreed to identify a set of smaller individual projects; shared projects, exclusively NMite, exclusively HC - these have been pulled together in the attached document. It was agreed that all will look at the projects listed and offer suggested amendments, additions, etc. ready to consider, consult and discuss at the next meeting.</p> <p><b>ACTION: MW TO ADD 'PROJECTS' TO THE AGENDA FOR THE NEXT MEETING</b></p> <p>High town property summit: DS is working with a colleague to identify ownership of the properties throughout High Town etc. to enable talk's in the future about potential use. It was suggested that ownership could be identified via business rates.</p> <p><b>ACTION: DS TO LIAISE WITH RICHARD GABB WHO WILL IDENTIFY THE CORRECT PERSON TO PROVIDE / IDENTIFY THE INFORMATION</b></p>	<p><b>MW</b></p> <p><b>DS/RG</b></p>
<p><b>7.</b></p>	<p><b>ARRANGEMENTS WITH DFE, LEP, ETC. - David Sheppard</b></p> <p>A NMiTE Funding meeting has been arranged for Friday 15 September with DFE, BEIS, Marches LEP, Hereford and Ludlow College, Shropshire Council, Herefordshire Council and NMiTE. However, DfE have now advised they are unable to attend. It was agreed that the meeting should be postponed until they are able to attend. Separate conversations can continue in the meantime. HC are likely to be asked to be the accountable body on the DFE money. Need clarity from the LEP of what money is available when.</p> <p><b>ACTION: DS &amp; GH TO JOINTLY CONTACT ATTENDEES TO POSTPONE THE MEETING UNTIL DFE OFFICERS ARE AVAILABLE</b></p>	<p><b>DS, GH</b></p>
<p><b>8.</b></p>	<p><b>TESTING BRAND PROPOSITIONS - David Sheppard</b></p> <p>Work is being undertaken on a new name. NMiTE are in the process of procuring a market research company to test some of the offers they will make to young people.</p>	

ITEM	NOTES	ACTION
9.	<p><b>PROCUREMENT SUPPORT - David Sheppard</b> JPN has been retained by NMiTE to help procure a number of services and to assist NMiTE to build their own procurement facility. They hope to be able to use the HC Eprocurement portal initially. RE is looking into this; the system provider feels it is acceptable in the short term.</p> <p><b>ACTION: RE TO FOLLOW UP WITH HC PROCUREMENT NMITE'S USE OF THE HC EPROCUREMENT PORTAL</b></p>	RE
10.	<p><b>SCRUTINY – Geoff Hughes</b> The HC scrutiny committee has expressed an interest in exploring the current proposals and how Herefordshire is readying itself to host a new university. GH advised that they can be used to deal with some of the more problematic issues. It is good practise to involve them prior to a decision being made. GH felt it would be good to look at pulling together a presentation to go into scrutiny about Feb/March time. The meeting is held in public and they often invite other parties to attend to give an opinion.</p> <p>DH advised that Parish Councils have asked about consultation between the university and the public. He felt that scrutiny is a positive way of getting the information out into the public domain. He felt that if information is shared people have a better understanding of the plans and are more likely to support it. People become concerned if no information is shared.</p> <p>It was queried whether NMiTE would consider discussing the project with the Parish Council. DS advised that it is in their programme plan to undertake community work. GH advised that as there are over 200 Parish Councils it is easier to invite them all to attend a single event.</p> <p><b>ACTION: GH TO ADVISE CLLR BOWEN THAT SCRUTINY HAS BEEN DISCUSSED AT TODAY'S MEETING</b></p> <p>It was agreed that a Leaders briefing update will be provided end September / early October (after meeting held with DfE) so that the accountable body is clear on progress.</p>	GH
11.	<p><b>REVISED UNIVERSITY DELIVERY AGREEMENT / TOR – Rob Ewing</b> RE highlighted that the document required amending as the board are referred to as 'Joint University Development Board' rather than 'Delivery'.</p> <p><b>ACTION: RE TO UPDATE AND RE-CIRCULATE</b></p>	RE
12.	<p><b>LOAN AGREEMENT / FUNDING MONITORING – David Sheppard</b> The original loan agreement was based on a business justification that stated that the money would be invested in Franklin Barnes. This needs to be revised to demonstrate where the money will now be spent. The criteria is capital spend.</p> <p><b>ACTION: DS &amp; DN TO PROVIDE A REVISED BUSINESS JUSTIFICATION REFLECTING THE CURRENT POSITION</b></p> <p><b>ACTION: RE TO CIRCULATE A COPY OF THE FINAL LOAN AGREEMENT</b></p>	DS, DN  RE
13.	<p><b>MEDIA COVERAGE - David Sheppard</b> Once a decision has been received from DfE NMiTE will organise a local press conference</p> <p>JK advised that there has been a lot of interest in what they are doing, not least from North America. They have been invited to give a presentation at the World Education Forum at Kuala Lumpur in November about the academic programmes as they are so innovative.</p>	
14.	<p><b>NEXT STEPS – All</b> All actions are listed above.</p>	
15.	<p><b>ANY OTHER BUSINESS - All</b> None raised.</p>	
16.	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>Monday 09 October at 10.00 at the HC Plough Lane Offices, Kington Room</li> </ul>	