

NMiTE PROJECT TEAM MEETING
Notes and Action Points
14 November 2016, 10 am
Bromyard room, Plough Lane, Hereford

Chair:	Alistair Neill	AN	Herefordshire Council Chief Executive
Note Taker:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
Present:	Christian Dangerfield	CD	University Project
	Rob Ewing	RE	Commissioning Programme Delivery Manager, Hfd Council
	Richard Gabb	RG	Assistant Director, Growth and Housing, Hfd Council
	Cllr. David Harlow	DH	Cabinet Member Economy & Corporate Services, Hfd Council
	David Nolan	DN	University Project
	David Sheppard	DS	Co Team Leader, University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
Apologies:	Mark Edwards	ME	Trustee of HTET
	Geoff Hughes	GH	Director, Economy, Communities and Corporate, Hfd Council
	Penny Jones	PJ	Team Manager, Regeneration Programmes, Hfd Council

ITEM	NOTES	ACTION
1.	ATTENDANCE AND APOLOGIES Attendance and apologies are recorded above.	
2.	GREEN BOOK BUSINESS CASE The university team responded to 40 queries from DfE on the NMiTE Green book business case. Two questions were on match funding and commitment from local businesses to employ graduates. Civil servants who are assessing the business case are not putting obstacles. Dr Janusz Kozinski had positive meetings with Jo Johnson, the vice chancellor of Warwick University who is keen to work with NMiTE because 1) they are keen to learn about the new way of teaching engineering, and 2) they want to be part of regenerating the West Midlands. Jesse Norman spoke to the Chancellor who is well aware of the NMiTE University submission. Cllr. Harlow said that they are working with Jesse Norman in arranging meeting with Secretary of State Sajid Javid to discuss how the university will contribute to the WM economy and UK plc. David Nolan had a conversation with Tony Bray, who will be earmarked. LEP supports NMiTE university and will have first priority in the funding schemes available to the LEP. If the government will not give the requested funding for the university, it is important that to give a positive message that government is supportive of the new engineering university.	
3.	TERMS OF REFERENCE OF THE GROUP It was agreed that the group will continue. Herefordshire Council is at the heart of the project, hence, there is need to give HC appropriate level of credit. There is a need to review the terms of reference of the group.	
4.	PROPERTY Planning application for change of use will be submitted for Franklin Barnes (teaching and admin offices). Other potential sites are: <ul style="list-style-type: none"> • Teaching space at Shell Store and the plot next to Shell Store • Essex Arms for student accommodation There is a need to write specifications for living accommodation for the university (both	

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	teaching staff and students).	
5.	FUNDING MONITORING Board will be signing off individual funding application.	
6.	Lending Rate Comparison EIB will fund due diligence. Where is the guarantee.	
7.	NEXT STEP <ul style="list-style-type: none"> • Identify and implement different work streams (e.g. property, private and funding needs, communication, etc.) and how HTET and HC will work to deliver the project. • Meeting on either 24 or 25 November will focus on immediate steps and planning. 	AN and DS
8.	AOB Janusz and his team are organising a 3-4 design workshop in January. There is a proposal for their travel to be funded from the loan. One of his colleagues will stay for one month (January) to kick start the project. Janusz is expected to start in April 2017. Describe deliverables and sequencing of plans.	DS
9.	DATE OF NEXT MEETINGS <ul style="list-style-type: none"> • Thursday 25 November, at 13.00, at Herefordshire Council Plough Lane Offices 	Vinia