

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 14 August 2017 at 10.00
Plough Lane, Sutton Room

CHAIR:	Alistair Neill	AN	CEO Herefordshire Council
NOTE TAKER:	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
PRESENT:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Mark Edwards	ME	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	David Nolan	DN	Managing Director, Nth Degree Consulting
	Doug Reid	DR	Campus Delivery
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Kevin Singleton	KS	Team Leader Strategic Planning, Herefordshire Council
	Peter Clasby	PS	Senior Planning Officer, Herefordshire Council
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Toby Kinnaird	TK	HTET Trustee
	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. DS introduced Doug Reid.	
2.	NOTES OF LAST MEETING – Alistair Neill Minutes agreed as an accurate record Actions from 10 July meeting; <u>Page 1, Item 3 - AECOM</u> ACTION: MW to arrange room booking, Wi-Fi access for AECOM staff for 17 & 18 July ACTION UPDATE: Complete ACTION: RG to arrange appointments for AECOM with relevant HC officers ACTION UPDATE: Complete	
3.	HEREFORD AREA PLAN / UNIVERSITY MASTERPLAN – Kevin Singleton AECOM had presented some imaginative ideas for the masterplan to various stakeholders including council officers. It is expected that they will present their report in ten days. KS said there were strategic plans for the county including the Economic Vision and the Herefordshire Core Strategy which set a strategic context for the preparation of the Hereford Area Plan (HAP) The HAP will be a statutory planning document covering the period until 2031 providing a more specific planning framework for Hereford. The Council will be required to take this document into account when determining planning applications. There are a range of projects coming forward in the centre of Hereford and ideally work could be commissioned to consider the spatial implications for the city centre of all the emerging project, including the university. This would need to take into account transport, urban design, existing available land, housing targets etc. It would help to provide a suite of city centre planning policies to provide a coherent strategy for the city centre with sufficient flexibility to allow for the inevitable changes which will be made to the projects over the lifetime of the plan. Commissioning would need to follow the council's procurement processes. DS advised that at this stage accommodation proposals are thoughts. Now need to consider what is practical and the actual costs behind the proposals. In the short term it was suggested that existing buildings be utilised. It was acknowledged that any proposals would need to go through significant political discussion.	

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	<p>Visit to Lincoln on 03 October – David Sheppard DS said they would be meeting with council officers, members and university staff to discover the dynamism that the university has given Lincoln and the benefits of having major industrial partners – Siemens and Cargill.</p> <p>Historic England Workshop on 04 & 05 October – David Sheppard HE are offering and paying for a 2 day workshop in the city to consider proposed developments.</p>	
4.	<p>SCRUTINY No update although AN highlighted the valuable role scrutiny could play in providing members with an opportunity to engage in the process prior to decisions being made.</p>	
5.	<p>NMiTE PRIORITIES – Janusz Kozinski JK stated the project was working 5 major priorities:</p> <ol style="list-style-type: none"> 1. Preparing an academic programme, including a three year financial plan. It is anticipated that the academic prospectus with Warwick University will be written by 2018. 2. Prepare a masterplan specialising on academic facilities – this is part of the validation that needs to be delivered to partners. The programme and masterplan will define the student experience. 3. Brand and visibility. By the next JUDB meeting there will be new name and this week a group will be discussing values, mission and vision. 4. Budget strategy – DS and DN are tasked with this as need to understand the status of where NMiTE is fiscally, what funding there is for creating facilities and the longer term strategy. 5. Fundraising – need to make certain several independent sources of revenue are created and not just rely on Government. <p>Progress on these priorities will be brought to the next meeting.</p> <p>The importance of the student experience was discussed. AN suggested that accommodation and the student experience could potentially be a 6th priority.</p>	
6.	<p>ARRANGEMENTS WITH DFE, LEP, ETC. - David Sheppard DS updated the group on where NMiTE were with DFE. They had been looking at how funding can be drawn down. Need to ensure that any funding agreement stipulates what the money could be spent on, be clear about what could be capitalised, the outputs that needed to be achieved and any audit requirements. NMiTE have a meeting with DfE on 30 August.</p> <p>DS wanted to know if there would any further funding available this year from the Growth Deal.</p> <p>ACTION: GS TO CONTACT GILL HAMER FOR AN UPDATE ON ANY FURTHER FUNDING AVAILABLE FROM THE GROWTH DEAL</p> <p><i>Update: Gill Hamer is currently in discussion with project leads to enable the LEP to make a decision on the 2017/18 growth deal allocation.</i></p> <p>AN suggested aligning the new university with the Midlands Engine (WME) and the West Midlands Combined Authority (WMCA) Strategic Economic Plan.</p> <p>ACTION: VA TO ARRANGE FOR SENIOR OFFICERS OF THE WME TO DO A PRESENTATION ON THE ECONOMIC VISION AND HOW THE UNIVERSITY CAN HELP REALISE THIS</p>	<p>GS</p> <p>VA</p>
7.	<p>PROPERTY - David Sheppard Things are moving forward. The survey on Franklin House has been completed but not seen yet. There had been discussions with Mark Pearce regarding the Shell Store project and an adjacent plot. There had also been a conversation with GH regarding swapping the Essex Arms site with an alternative.</p> <p>They are looking to create a vehicle to enable locals to invest in student accommodation.</p>	
8.	<p>HIGH TOWN PROPERTY SUMMIT – David Sheppard Looking to assemble a register of all the property owners in High Town. DS and Nick Webster to meet with the BID group to progress this.</p>	

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9.	LOAN AGREEMENT / FUNDING MONITORING – David Sheppard Nothing new to report.	
10.	REVISED JUDB TERMS OF REFERENCE - Alistair Neill Unclear if the final draft has been circulated and signed off. ACTION: PJ TO QUERY WITH RG THE PROGRESS OF JUDB TOR'S	PJ, RG
11.	MEDIA COVERAGE - David Sheppard Anticipated that DfE will make a statement later in the month. Following this the chair and vice chair appointments will be announced. This will be followed in October by the launch of the new brand. The launch will involve AN, the Leader, Joe Johnson, Jesse Norman and Bill Wiggin. They are planning to have the launch in Hereford on a Friday. There will be a preview briefing for all the founders and elected members. There will also be press releases about the launch and the new appointments to the team This media is for wider consumption; to attract people and an opportunity to give wider thanks to the founders. There is also an arrangement to have article in Financial Times.	
12.	NEXT STEPS - All Follow up funding application with DfE Prepare planning framework and ensure documents available to council staff on cloud platform. ME leading on health provision/issues. Discussions with Simon Hairsnape.	
13.	ANY OTHER BUSINESS - All None identified.	
14.	DATE OF NEXT MEETING <ul style="list-style-type: none"> • Monday 11 September at 10.00 at the HC Plough Lane Offices, Sutton Room 	