



**HIGHER EDUCATION PARTNERSHIP GROUP MEETING**  
**Notes and Action Points**  
**Monday 11 February 2019 at 10.00**  
**Plough Lane, Leominster Room**

<b>CHAIR:</b>	Elena Rodriguez-Falcon	ERF	President and Chief Executive, NMiTE
<b>NOTE TAKER:</b>	Melissa Walker	MW	Growth Programme Support Officer, Hfdshire Council
<b>PRESENT:</b>	Roger Allonby	RA	Head of Economic Development, Herefordshire Council
	Abigail Appleton	AA	Principal & Chief Executive, Hereford College of Art
	Richard Ball	RB	Acting Director Economy and Place, Herefordshire Council
	Rob Ewing	RE	Growth and Place Programme Manager, Hfds Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Andrew Husband	AH	Strategic Property Services Manager, Hfds Council
	Andrew Lovegrove	AL	Chief Finance Officer and S151 officer, Hfds Council
	Tam Milner	TM	Academic Registrar and Head of Student Experience, NMiTE
	Alistair Neill	AN	CEO Herefordshire Council
	David Nolan	DN	Head of Strategic Finance and Capital Infrastructure, NMiTE
<b>APOLOGIES:</b>	<i>None</i>		

ITEM	NOTES	ACTION
1.	<p><b>ATTENDANCE / APOLOGIES / INTRODUCTIONS - Chair</b></p> <p>Attendance and apologies are recorded above. Round the table introductions took place.</p> <p>A discussion was held about the role and purpose of the group. It was agreed that future agenda's would include updates from all parties about what is happening / progressing within each organisation, with the main focus on joint activities such as accommodation. The name of the group is to be changed to 'Higher Education Partnership Group', as this clearly reflects that it is not a decision making board, but a group that works together to progress higher education within the county. It was suggested and agreed that Ian Peake, Principal &amp; Chief Executive of Herefordshire &amp; Ludlow College, should be invited to join the group.</p> <p><b>ACTION: ERF to invite Ian Peake, Principal &amp; Chief Executive of Herefordshire &amp; Ludlow College, to attend future meetings</b></p> <p>It was stressed it is important that the community are involved in the process as at present there is frustration from the public and Cllrs that they are not being consulted or updated about progress. At present they do not understand the link between NMiTE and higher education, and have concerns about the impact the arrival of students will have on resources within the county, i.e. NHS services, etc. We also need to ensure that the local MP's are kept updated.</p> <p><b>ACTION: MW to ensure meeting notes are shared with local MP's</b></p>	<p><b>ERF</b></p> <p><b>MW</b></p>
2.	<p><b>NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Chair</b></p> <p>The notes from the JUDB meeting on 10 December 2018 were agreed as an accurate record.</p>	
3.	<p><b>ACTION LOG - Chair</b></p> <p>  20190211 ACTION LOG.xlsx</p>	
4.	<p><b>REVISED PARTNERSHIP AGREEMENT AND TERMS OF REFERENCE</b></p> <p>  Draft revision of Partnership Agreement</p> <p><u>Progress Update</u></p> <p>The revisions to the TOR have been delayed due to the issue with the name change. This is not a formal decision making group, any proposals have to be agreed by the individual company boards.</p> <p><b>ACTION: MW to circulate the TOR to all attendees for comment</b></p>	<b>MW</b>

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	<b>ACTION: ALL to forward to MW any comments / amendments to the TOR by 01 March</b>	<b>MW</b>
5.	<p><b>UNIVERSITY WORKSTREAMS</b></p> <p><b>5.1. Accommodation Sites for Development; Living and Learning</b>  <u>NMiTE Accommodation Strategy – Progress and Issues</u>            DN confirmed that the £2.3m LEP funding for stage one has now been awarded. There are tight timescales to be met for completion of the stage two payment. LEP funding cannot be used to provide student accommodation.</p> <p><b>Blackfriars building</b> - the lease should be signed within the next few weeks. The LEP funding enables NMiTE to progress the works required to get the building fit for purpose for HE, acquire equipment, etc. ready for student use in September 2019.</p> <p><b>Hereford Enterprise Zone (HEZ)</b> - NMiTE need to look at how best to utilise the stage two money; they're investigating the potential of purchasing land at HEZ to deliver further learning space. They will be offering a three types of education; degree, CPD, and degree apprenticeships. The provision of additional space at HEZ would allow the provision of CPD and the development of an income stream to enable more significant growth.</p> <p><b>Learning space</b> – there are various types of learning space that need to be designed for the future, and NMiTE will continue to look at Hereford City for future teaching capacity.</p> <p><b>Hereford Library</b> – this could be opened up to provide additional learning space. NMiTE would want the building to be open twelve hours a day, seven days a week. This could significantly change the footfall on Broad Street.</p> <p><b>ACTION: RG to arrange for DN to meet with Jon Chedgzoj, Museum Archives and Library Manager, to discuss NMiTE's potential use of Hereford Library</b></p> <p><b>Station Approach</b> – Hereford City Council have advised that they are backing approval of the planning application.</p> <p><b>5.2. Financial Overview of the Programme</b>  <u>LEP / Government Funding Update</u>            Covered in 5.1.</p> <p><u>Philanthropic / Corporate Contributions</u>            NMiTE recently received a significant donation from a software company that helped them to achieve this year's target for contributions, plus part of next years. They have also received several £20k donations recently.</p> <p><b>5.3. Curriculum Development, Validation and Accreditation</b>            The meeting held with Warwick on 14 January went well and the work completed was well received, although there is still a huge amount of work still to be done. The partnership commitment was seen as fit for purpose; the academic programme is due to go to UoW's programme approval board at the end of the month.</p> <p>Validation will be provided by Warwick, with accreditation to come from professional bodies further down the line. Once the programme starts running, then likely that engineering will look at programme to consider accreditation.</p> <p><b>5.4. Recruitment Strategy</b>            Once approval has been received from Warwick NMiTE will be able to start recruiting.</p> <p>It was queried what reassurance is being offered to prospective students and their parents about the facilities that will be available for 2019. Ongoing updates are being provided to those that have expressed an interest and they are being open and honest with them all about progress. An open day is being arranged later in the year, possibly late May / early June. The priority is to have the Blackfriars building progressed for this event.</p> <p>NMiTE will not be recruiting via UCAS for September 2019 entry, apart from via Clearing. All other applications will be direct. They are keen to receive expressions of interest from those keen to be part of progressing a future establishment.</p> <p><b>5.5. Staffing and Skills – Progress and Issues</b>            NMiTE have the basic team with the correct skills in place. They plan to recruit academic staff for September 2020.</p>	RG

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6.	<p><b>HEREFORD COLLEGE OF ART (HCA) UPDATE</b> AA expressed thanks for being invited to join the group.</p> <p>Conversations are being held with key councillors as there is an intense awareness of how little understood the art college is within the region, and what its future requirements are in relation to i.e. accommodation, etc.</p> <p>HCA hold a public summer event each year, they want to encourage greater attendance from the public so that they can demonstrate what is on offer, communicate key message, etc. They hope to have engagement from other higher education providers and have good relationships in place in time for this year's summer event so that can demonstrate what the county has to offer collectively.</p> <p>A programme of development for the next five years is in place, with plans to extend the curriculum and introduce new BA. There is a realisation that additional investment is required to provide the man power to deliver this ambition.</p> <p>It was felt that there are ambitious growth plans from both HCA and NMiTE and that there is an opportunity to learn from both parties.</p>	
7.	<p><b>HEREFORDSHIRE COUNCIL UPDATE</b> <u>Council Owned Sites – Progress and Issues</u></p> <p><b>Station Approach</b> – 178 units of student accommodation due to be delivered by September 2020. There is a nominations agreement in place with HCA for the units, with a separate agreement between HCA &amp; NMiTE for NMiTE to take 50% of the accommodation in the first year.</p> <p><b>Hereford Football Stadium</b> – feasibility work underway to identify potential development opportunities at the Blackfriars end of the stadium. Early indications are that 100 units of accommodation could be provided with commercial / learning space on the ground floor.</p> <p><b>Urban Village</b> – a high level study has been commissioned of the sites along the link road to identify what could be delivered at the various locations, linked to the requirements of third parties. This is a substantial site with long term plans.</p> <p>It was queried if NMiTE could temporarily use part of the site to deal with some of their short term issues around accommodation. It was stressed that NMiTE need to speak to Engie at the earliest opportunity to ensure they are aware of their requirements.</p> <p><b>Shell Store</b> – in the process of finalising contracts. The contractor should be in place by the end of February, ready to start on site on 04 March; 52 week build programme.</p> <p>A conversation is required between DN, RA and Mark Pearce to understand NMiTE requirements for the building. DN queried if a document is available that they could start to negotiate from.</p> <p><b>Ross Enterprise Park</b> – site clearance works due to start on site in the near future.</p> <p><b>HEZ, Cyber Security Centre</b> – it was suggested this could link with NMiTE's CPD training.</p> <p><b>Emerging Opportunities</b> – a three year rolling programme needs to be in place to plan for future accommodation needs, to identify where, what, work required, etc.</p> <p><b>Finance</b> – AL highlighted that finance needs to be identified for any future projects. An external funder is being used for the Station Approach Student Accommodation and there is the potential for this to be used on future developments.</p>	
8.	<p><b>MARKETING AND COMMUNICATIONS – PROGRESS AND ISSUES</b> <u>Communications Strategy</u></p> <p>TM is coordinating input from NMiTE, HCA and Herefordshire Council for the creation of a comms strategy. We need to be promoting good news stories; Station Approach start on site, HCA summer event, vision for county, etc. to highlight the joint working that is bringing forward the regeneration of the city and education.</p> <p><u>Economic Masterplan</u> This is being worked on at present and will be progressed further in the next few months. The intention is to have a 15 year plan in place, broken down into three 5 years phases. Engagement will be sought from NMiTE and HCA.</p> <p><b>ACTION: RA to contact NMiTE and HCA for engagement with the Economic</b></p>	RA

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	<p><b>Masterplan</b></p> <p><u>Where to live if you're young: Local areas ranked for under-26s</u>  <a href="#">(LINK to article)</a> A recent investigation by BBC Radio 1 Newsbeat ranked places to live if you're under 26 and Herefordshire scored poorly, receiving a rating of 3/10. The score was based on several criteria, i.e. 4G coverage, bus services, going out, rent, employment, mental health care, etc. The only areas where the county scored high was rent and employment. We need to get better at promoting what the county has to offer to young people in order to encourage them to move here. Hopefully once the student numbers increase the popularity of the county will increase amongst the younger population.</p>	
<p><b>9.</b></p>	<p><b>ANY OTHER BUSINESS - All</b></p> <p><u>Student Discounts</u>  The NMiTE design cohort have been visiting local businesses and have successfully negotiated a number of discounts for students.</p> <p><u>Shared Facilities</u>  Partnership working offers the opportunity to share facilities and potentially back office staff where appropriate. There are likely to be a number of areas of overlap and shared staff / skills could reduce costs for parties.</p> <p><u>Local Elections – 02 May 2019</u>  The purdah period for the local elections begins on 12 March. Any decisions required will need to be completed prior to this date, or wait until the elections have completed.</p> <p><u>Community Support</u>  It was queried if any thought has been given about how to integrate the students into the community and establish links with vulnerable and older residents. NMiTE advised they are working closely with the Care Leavers Team and WP leads from the Council.</p>	
<p><b>10.</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• Monday 11 March, 10.00 – 12.00, HC Plough Lane Offices, Leominster Room</li> <li>• Chair: Abigail Appleton</li> </ul>	