

**Notes from a meeting of the  
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)  
held 12 October 2022, 8.30-9.15 am via MS Teams**

<b>Members:</b>	Frank Myers MBE (Chair)	FM	Herefordshire Business Board / Marches LEP
	James Newby	JN	President & CEO, NMITE
	Paul Stevens	PS	Hereford Business Improvement District
	Julian Vaughan	JV	Green Dragon Hotel, Hereford
<b>Attendees:</b>	Ivan Annibal	IA	Rose Regeneration (RR)
	Abigail Appleton	AA	Principal, Hereford College of Arts (and Chair of Herefordshire Stronger Towns Board)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Head of Chief Executive's Office, HC
	Alice McAlpine	AMc	Senior Assistant, Major Projects, HC
<b>Notetaker:</b>	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p><b>Apologies for Absence and Welcome</b></p> <p>There were no apologies for today's meeting. The Chair welcomed AMc to the meeting.</p>	
2.	<p><b>Draft Legal Agreement</b></p> <p>2.1 The Chair explained that today's meeting had been called to discuss the Draft Legal Agreement, circulated to members prior to today's meeting. IA explained that the Draft Agreement was a template for use with all projects, with insertions to meet the specifics of individual projects.</p> <p>2.2 AMc provided an overview of the Draft Legal Agreement, which she said, due to lack of resources, had been commissioned from an external law firm who had provided similar agreements for other Stronger Towns Funds.</p> <p>2.3 The Chair queried the fact that the Stronger Towns Board was not mentioned anywhere in the Agreement. AMc responded that this was because Herefordshire Council was liable financially for the fund, not the Stronger Towns Board.</p> <p>2.4 JN stated that, as a project owner, the Agreement caused no major concerns. However, he highlighted a number of issues that needed resolution, including that raised by the Chair. In addition, he asked for further clarification relating to projects in the STF that were sponsored by the Accountable Body and also regarding definition of the contract period.</p> <p>2.5 AMc stressed that the core agreement (once finalised) would be the same for each project. Variations applicable to each project would be contained within the Schedules to the Agreement.</p> <p>2.5 AA asked for clarification regarding the process for projects signing their Agreements. IA confirmed that meetings with projects would go ahead as planned tomorrow and Friday. At these meetings the information being discussed would be that which would appear in the Schedules to the Agreement. Project sponsors would be advised that a full Legal Agreement would be circulated to them shortly.</p> <p>2.6 It was agreed that all members would review the Draft Legal Agreement and send any comments/concerns to IA by close of play on Friday 14 October.</p>	All

	2.7 All comments received will be collated by RR and discussed at a meeting (online) with AMc on Thursday 20 October at 4.00pm. All members are invited to attend this meeting, link to be circulated by RR.	RR
7.	<p><b>Dates of next meetings</b></p> <p><b>Next PDG Meeting</b> – Wednesday 19 October, 8.30 – 9.30 am, then fortnightly thereafter.</p> <p><b>Next Board Meeting</b> – Friday 4 November, 8.30 – 10.00 am (face-to-face meeting at the Arts College, Hereford) then first Friday of each month.</p>	