

**Notes from a meeting of the
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)
held 5 October 2022, 8.30-9.00 am via MS Teams**

Members:	Frank Myers MBE (Chair)	FM	Herefordshire Business Board / Marches LEP
	Cllr David Hitchiner	DH	Leader of the Council, HC
	James Newby	JN	President & CEO, NMITE
	Paul Stevens	PS	Hereford Business Improvement District
	Julian Vaughan	JV	Green Dragon Hotel, Hereford
Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Abigail Appleton	AA	Principal, Hereford College of Arts (and Chair of Herefordshire Stronger Towns Board)
	Alex Collins	AC	MHCLG Representative
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes (part)	JH	Head of Chief Executive's Office, HC
Apologies/ Absent	Cllr Ellie Chowns	EC	Cabinet Member, Environment & Economy, HC
	Will Vaughan	WV	Hereford Pedicabs and Pedicargo
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Apologies for Absence and Welcome</p> <p>Apologies as noted above. The Chair welcomed Alex Collins to the meeting as the new Government representative.</p>	
2.	<p>Notes of the previous meeting and actions</p> <p>The notes of the meeting held on Wednesday 21 September were approved as a correct record.</p>	
3.	<p>Rural Media / Powerhouse Project</p> <p>3.1 IA updated the group on discussions with these two projects regarding the likely impact on respective project outputs following the proposed decision for them to be co-located at Packer's House.</p> <p>3.2 The group was reminded of the spreadsheet submitted by the two project leads, which provided this information. It was agreed that further discussions were required, and that the Board would be advised of this on-going dialogue at Friday's Board meeting.</p>	
4.	<p>Budget</p> <p>4.1 IA advised that the first tranche of money has now been received from Government following acceptance of all 15 FBCs.</p> <p>4.2 IA advised that Herefordshire Council has drafted a standard Financial Agreement, which will be brought to a special meeting of the PDG next Wednesday (12 October). Following this, he advised that all projects would be meeting with IA/CD/JH to discuss their individual Financial Agreements. Once they have signed their Financial Agreements, projects will be able to draw down monies from their allocation.</p>	

	4.3 IA further advised that following sign-off of Financial Agreements, projects will be asked to complete a Project Initiation Document (PID). Each project will be invited to attend future meetings of the PDG to talk through their individual PIDs.	
5.	<p>Any Other Business</p> <p>5.1 CD highlighted ongoing inflationary pressures particularly affecting the Southside and Wyese projects. JN confirmed that discussions with regard to VAT cost mitigations for the Southside project had now been exhausted. Also, that a Cost Consultant has been asked to look at where cost savings could be made. He said it was likely that identified measures may impact on the scope of the project and may possibly require a project adjustment request.</p> <p>5.2 AA advised that following discussions at the last PDG, she had authorised payment of an invoice for the STF website hosting. This is for the minimum package, and the amount was in line with usual market rates. She said that there is a further option to buy a website maintenance contract, details of which will be forwarded to PDG members for consideration.</p>	AA/JB
7.	<p>Dates of next meetings</p> <p>Next PDG Meeting – Wednesday 12 October, 8.30 – 9.30 am (additional meeting to discuss Financial Agreements)</p> <ul style="list-style-type: none"> - Wednesday 19 October, 8.30 – 9.30 am <p>Next Board Meeting – Friday 4 November, 8.30 – 10.00 am (face-to-face meeting at the Arts College, Hereford) then first Friday of each month.</p>	