

**Notes from a meeting of the  
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)  
held 19 October 2022, 8.30-9.00 am via MS Teams**

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

ITEM	NOTES	ACTION
1.	<p><b>Apologies for Absence and Welcome</b></p> <p>Alice McAlpine sent her apologies for absence. The Chair welcomed everyone to the meeting.</p>	
2.	<p><b>Notes of Meeting held 12 October</b></p> <p>The notes of the PDG meeting held on 12 October were agreed as an accurate record</p>	
3.	<p><b>Draft Legal Agreement</b></p> <p>3.1 IA provided an update on the status of the Draft Legal Agreement. He said that following members' comments he would liaise with AMc to produce a newer draft, which would be circulated by email for comment. He asked that members respond as soon as possible as although there was no government deadline for payments to be made, projects were keen to start drawing down funding.</p>	IA
4.	<p><b>Project Update</b></p> <p>4.1 CD advised of funding discussions with regard to the Wyeside project. It was agreed that a meeting would be set up between Wyeside Board Members and the PDG to further understand progress.</p> <p>4.2 CD advised that discussions were ongoing between Encore and a third party to secure a permanent city-centre location. Members were encouraged to hear of these developments and asked RR to communicate their broad support to the project manager.</p> <p>4.3 With regard to the Powerhouse/Digital Cultural Hub (Rural Media) project, the Chair requested that the final outputs document is re-circulated to members for sign off or for any concerns to be raised.</p>	RR  RR  RR
5.	<p><b>Any Other Business</b></p> <p>5.1 IA advised that the next Project Sponsors Meeting has been arranged for Thursday 3 November at 5pm.</p>	

	<p>5.2 AA would like to develop a project milestones document, particularly to highlight when visible changes will be seen in the city as result of the projects progressing. RR and AA will work on this document, which will also be useful for communications planning.</p>	AA/RR
6.	<p><b>Dates of next meetings</b></p> <p><b>Next PDG Meeting</b> – Wednesday 2 November, 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>	