

TOWNS FUND BOARD
Notes and Action Points
Friday 2 December 2022, 8.30 - 10.00 am via Zoom

Chair:	Abigail Appleton	AA	Principal, Hereford College of Arts
Board Present:	Ellie Chowns	EC	Cabinet Member, Environment and Economy, HC
	Judith Faux	JF	Trustee, HVOSS
	Kath Hey	KH	Councillor, Hereford City Council
	Frank Myers	FM	Herefordshire Business Board / Marches LEP
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford and South Herefordshire (part)
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Lauren Rogers	LR	Project Manager, Rural Media Company
	Paul Stevens	PS	Hereford Business Improvement District (HBID)
	Paul Walker	PW	Chief Executive, Herefordshire Council
Other Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
Apologies:	David Hitchiner	DH	Leader, Herefordshire Council
	Grace Joiner	GJ	Youth Board Member
	Julian Vaughan	JV	Green Dragon Hotel, Hereford
Notes:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies and Absences are as noted above.</p>	
2.	<p>Conflicts of Interest</p> <p>There were no new conflicts of interest.</p>	
3.	<p>Minutes of the last meeting (held 4 November 2022)</p> <p>The Minutes of the meeting held on 4 November 2022 were approved as a correct record, apart from an adjustment to show that JV had registered his apologies.</p>	
4.	<p>Matters Arising</p> <p>4.1 All items in the Action Items grid have been completed or will be covered in today's Agenda.</p> <p>4.2 There were no matters arising.</p>	
5.	<p>Progress Update and Future Planning – including Board Sponsorship of Projects</p> <p>5.1 IA referred to Item 6 of his previously circulated document, which showed progress in terms of Financial Agreements (FA). He advised that most of these had now been issued and the table in the document summarises the amounts allocated to each project and agreed outputs. He advised that once the FAs have been signed by project leads, more discussions would be held to complete Project Initiation Documents (PIDs). All project</p>	

	<p>leaders would be requested to present these to future Project Delivery Group (PDG) meetings.</p> <p>5.2 IA highlighted the opportunity for Board members to ‘buddy’ projects which are of particular interest to them. The Chair asked IA to prepare a short document which outlines what is meant by ‘buddying’. Any expressions of interest to be sent to IA.</p>	<p>RR All</p>
<p>6.</p>	<p>Current Programme Overview and Budget</p> <p>Southside Project</p> <p>6.1 EC asked for an update on the Southside Project. IA advised that a budget shortfall had come to light of circa £2-300K due to a discrepancy between the amount detailed in the FBC and the amount available from the fund.</p> <p>6.2 JNe advised that all avenues had already been explored to value engineer the project to take account of cost inflation. He stated that no further cuts would be possible to meet this additional requirement without affecting the project outcomes, which would then need a project variation document to be submitted to government.</p> <p>6.3 Members agreed that Southside was a flagship #StrongerHereford project and that all avenues must be explored to resolve the issue.</p> <p>6.4 The Chair asked RR to prepare a document that provides details on how the discrepancy had emerged. This will be presented to PDG, when further discussions will explore how the issue may be resolved. The outcomes will be reported to Board as soon as possible thereafter, possibly via a specially convened additional Board meeting.</p> <p>6.5 Following a query from EC, JNe advised that a CIC had not yet been set up for the Project, but that he envisaged this would be a straightforward process and would make no material difference to the current financial issues the project is facing.</p> <p>6.6 PS asked for clarification regarding the status of the asset transfer of the land from the council to the project. JNe confirmed that this was still under discussion.</p> <p>6.7 JNo highlighted the potential opportunity for sponsorship funding to support the Southside project. JNe acknowledged this and said that work was ongoing to investigate these opportunities. However, the immediate need was to sign the FA so that the available STF funding could be drawn down and tender opportunities published.</p> <p>6.8 Further to a query from JNo, AL confirmed that as soon as projects have signed their FAs, money could be released within 24 hours of receipt of a request.</p> <p>Encore Project</p> <p>6.9 The Chair advised that Encore project leaders would be invited to a forthcoming PDG meeting to provide an update on their property search situation.</p> <p>6.10 The Chair reminded members of the Board’s previous agreement to review this project at the end of 2022 to confirm whether it was still viable to progress.</p> <p>River Wye Infrastructure</p> <p>6.11 IA referred to the River Wye Infrastructure, as the other project rated as a ‘Top Risk’ in his circulated document. He advised that the project lead, Steve Taylor, would shortly be coming to PDG to present his revised costings.</p> <p>Programme Level Risk Register</p> <p>6.12 IA referred to Item 7 of his previously circulated document, which contains a detailed Cross-cutting risk analysis.</p>	<p>RR</p>

	<p>Budget</p> <p>6.13 IA referred to the detailed budget analysis contained within his previously circulated document, which includes an update on expenditure against the 5% drawdown. He advised that after checking with JH, he had confirmed with projects that they could continue to draw down any unspent portion of their budget from this amount.</p> <p>6.14 IA said a more detailed breakdown of the Programme Management budget would be provided for future Board meetings.</p>	
7.	<p>New Guidance on the Role of the Towns Fund Board</p> <p>7.1 The Chair referred to the DLUHC document circulated to Board members, which provided additional guidance on the role and functions of Towns Fund Board members, particularly regarding its relationship with the Accountable Body.</p>	
8.	<p>Communications Update</p> <p>8.1 RP advised that the Caste Green Pavilion Project Managers had been supported with publicity regarding their recent successful planning application (no objections received). She further advised that comms support had also been given to the Meadow Arts project and numbers of subscribers to the #StrongerHereford newsletter are increasing.</p> <p>8.2 RP advised that a brief has been drafted for dedicated comms support. This was presented to Board members and will be amended (as suggested by EC) to make a clear distinction between activities and expected outcomes. Once amended, it will be circulated to Board for comment.</p>	RP/AA
9.	<p>Board Evolution</p> <p>9.1 The Chair advised that RP/PS had agreed to join a Task and Finish group to look at the recruitment of new Board members. An advertisement is currently being drafted and will be circulated to Board members for comment. Once finalised, Board members are asked to share widely with their contacts.</p> <p>9.2 The Chair further advised that an additional application for a youth member had been received and that two candidates would be being interviewed in the forthcoming week. Further information will follow.</p> <p>9.3 LR advised that following a request from GJ, she would be drafting an information / briefing document for new Board members. RP offered her support with this.</p>	AA LR/RP
10.	<p>Any Other Business</p> <p>10.1 IA advised that a routine quarterly report is required by government before the end of the year. He stated that he would circulate the information to Board before submission.</p>	RR
11.	<p>Date of Next Meetings</p> <p>PDG – Fortnightly (next meeting Wednesday 7 December)</p> <p>Board Meeting – Next meeting – Friday 6 January 2023, 8.30 – 10.00 am – via Zoom</p> <p>Then, the first Friday of each month until further notice.</p>	

Action Items

STF Board Meeting – 2 December 2022

Minute No	Action	Responsibility
5.2	Create document on what 'Buddying' a project means and circulate to Board members.	RR
5.2	Expressions of interest re 'Buddying' projects	All
6.4	Southside Project – document on shortfall and possible solutions	RR
8.2	Comms support briefing document – circulate to members	RP/AA
9.1	Circulate new Board Members advertisement	AA
9.3	Prepare briefing document for new Board members	LR/RP