

**Notes from a meeting of the
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)
held 29 March 2023, 8.30-9.30 am via MS Teams**

Members:	Abigail Appleton	AA	Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board)
	Cllr David Hitchiner	DH	Leader, Herefordshire Council
	Paul Stevens	PS	Herefordshire BID
Attendees:	Ivan Annibal	IA	Rose Regeneration, RR
	Christian Dangerfield	CD	Rose Regeneration, RR
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
Apologies:	Cllr Ellie Chowns	EC	Cabinet Member, Environment and Economy, HC
	Frank Myers MBE (Chair)	FM	Herefordshire Business Board / Marches LEP
	James Newby	JN	President & CEO, NMITE
Guest Speaker:	Anthea Parker	AP	Southside Project
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Southside Project Update</p> <p>1.1 CD/AP provided an update on the project, which is progressing with the Growing Local/Belmont Wanderers elements following a rephasing of the project and adjusted funding profiling.</p> <p>1.2 JH advised that a draft licence is shortly being issued to Growing Local to take over the land. This will enable them to gain maximum benefit from the forthcoming growing season.</p> <p>1.3 JH advised that specialist advice is being sought by the project team regarding their VAT position and it is hoped that a portion may be reclaimable.</p> <p>1.4 JH advised that the Funding Agreement with Growing Local is being finalised and will be submitted shortly. Additional funds have also been sought from the Youth Investment Fund.</p>	
2.	<p>Other Project Updates</p> <p>2.1 Wyese: Issues to do with trees on the site have arisen recently, but it is hoped that these have been satisfactorily resolved.</p> <p>2.2 Powerhouse/Digital Cultural Hub: CD advised that a mortgage offer has been secured on the Packers House building. JH commented that a number of issues to do with finance are outstanding which need to be resolved before this mortgage offer can be accepted. CD to liaise with the Project Sponsor to progress.</p>	CD
3.	<p>Finance</p> <p>3.1 IA presented a suggested financial management protocols flowchart and overview.</p> <p>3.2 Following discussion, members agreed to these proposals for the future, whilst recognising that projects in process had followed a different procedure and should be allowed to continue.</p>	

	3.3 IA will prepare a report to Board to recommend these new procedures.	IA
4,	<p>Any Other Business</p> <p>4.1 CD advised that a visit from BEIS last week had gone very well. From those discussions it seems that the only Project Adjustment Request likely to be required was in relation to the Encore Project.</p> <p>4.2 AA advised that the award of the Communications contract is imminent. Following appointment, a communications workshop will be arranged for Project Sponsors and any Board members who wish to attend.</p>	JH
5.	<p>Dates of next meeting</p> <p>Next PDG Meeting – Wednesday 5 April 2023 – 8.30 – 9.30 am (remote)</p> <p>Next Board Meeting – Friday 14 April 2023, 8.30 – 10.00, venue tbc, then first Friday of each month.</p>	