

STRONGER HEREFORD

Notes from a meeting of the STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG) MEETING held 17 May 2023, 8.30-9.00 am via MS Teams

Members:	Frank Myers (MBE) Abigail Appleton	FM AA	Chair Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board)
	James Newby Paul Stevens	JN PS	President & CEO, NMITE Herefordshire BID
Attendees:	Ivan Annibal Christian Dangerfield Joni Hughes Andrew Lovegrove Ruth Parry	IA CD JH AL RP	Rose Regeneration, RR Rose Regeneration, RR Portfolio Manager, Capital Development, HC Chief Finance Officer, Herefordshire Council Director Operations & Marketing, Simple Design Works Ltd
Guests:	Richard Deane Nic Millington	RD NM	Digital Culture Hub Project Digital Culture Hub Project
	Tim Evans	TE	Powerhouse Project
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. No apologies were noted.</p>	
2.	<p>Notes of last PDG Meeting</p> <p>The notes from the PDG meeting held on 19 April 2023 were agreed as an accurate record.</p>	
3.	<p>Project Updates</p> <p>Digital Culture Hub</p> <p>3.1 RD confirmed that he is meeting with Rural Media's lawyers today to request a legal statement that confirms the purchase of the Packers House premises is compliant with the Charity Act. When completed (expected by the end of this week), this will be sent to the Council's legal team and copied to PDG.</p> <p>3.2 RD confirmed that the Funding Agreement has been received and will be part of discussions with Rural Media's lawyers later today. Following this, final requested wording will be discussed and sent to JH later this week/early next week.</p> <p>3.3 JH confirmed that a statement to clarify commitments and funds had been sent to RD and NM. RD advised that this has been forwarded to the property vendors.</p> <p>3.4 AL advised that funds will be transferred into an escrow account for completion. He explained that this is essentially cash given to a third party (in this case Rural Media's lawyers) to be released when agreement is reached between</p>	<p>RD/JH/RR</p> <p>RD/JH</p>

	<p>the various parties. It is a common procedure when purchasing property and enables completion to be expedited.</p> <p>3.5 RD confirmed that he has compiled a shared statement from Rural Media and Powerhouse, clearly stating revised outputs. PDG members recognised that some changes had been made to original intentions but confirmed that they were happy to recommend to Board that the project proceeds.</p> <p>3.6 Following a request from AA, RD will amend the above document (3.5) to show match funding changes for the Powerhouse project and circulate the revised version to PDG members. TE stated that changes to match funding had come about due to equivalent financial value calculations relating to Powerhouse potentially being located within Maylord Orchards being withdrawn. PDG acknowledged TE's comment but emphasised the importance of transparency in all documentation.</p> <p>3.7 JH will advise Alex Collins (DLUHC representative) of the planned changes to the Digital Culture Hub and Powerhouse projects.</p>	<p>RD</p> <p>JH</p>
<p>4,</p>	<p>Any Other Business</p> <p>4.1 IA reminded attendees of discussions at Board last Friday relating to the proposal to swap capital funding from the Southside (NMITE element) project for the equivalent amount of revenue funding from the Electric Buses project. JH will discuss with Alex Collins to see if a formal project variation request is required.</p> <p>4.2 PS raised some concerns regarding authorisation processes in relation to internal recharging within the Council. The Chair agreed that despite recent reporting improvements some concerns remain. These will be discussed further with Council officers.</p>	<p>JH</p> <p>FM</p>
<p>5.</p>	<p>Dates of next meeting</p> <p>Next PDG Meeting – TBC</p> <p>Next Board Meeting – Friday 2 June 2023, 8.30 – 10.00, venue tbc, then first Friday of each month until further notice.</p>	