

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on Thursday 3 August, 8.30-9.15 am via MS Teams

Members:	Frank Myers MBE Abigail Appleton Paul Stevens	FM AA PS	Chair Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board) Hereford City BID
Attendees:	Ivan Annibal Christian Dangerfield Joni Hughes	IA CD JH	Rose Regeneration (RR) Rose Regeneration (RR) Portfolio Manager, Capital Development, HC
Guest Speaker:	Nic Millington Richard Deane	NM RD	Digital Culture Hub Project Digital Culture Hub Project
Apologies: /Absences	James Newby Julian Vaughan	JN JV	President & CEO, NMITE Green Dragon Hotel, Hereford
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.</p>	
2.	<p>Declarations of Interest</p> <p>There were no Declarations of Interest.</p>	
3.	<p>Minutes of Previous Meetings</p> <p>The Minutes of the PDG meeting held on Wednesday 26 July were approved as a correct record.</p>	
4.	<p>Digital Culture Hub Project Initiation Document (PID)</p>	
4.1	<p>IA advised that DLUHC had agreed to the principle of the Project Adjustment Request for this project and that this was now with AA and Andrew Lovegrove (AL) for sign off before formal submission. Before signing the document, AL wanted confirmation that the valuation of the Packers House building had taken place within the last six months. RD had confirmed that this is the case.</p>	
4.2	<p>NM provided a comprehensive overview of the first draft of the Digital Cultural Hub PID. This included information on:</p> <ul style="list-style-type: none"> • The background to the project • The project's five main objectives • Outputs for the project • Constraints, particularly regarding costs, timeframes and resources • Measurables, which Nic confirmed were aligned with those in the Full Business Case • Project approach, including a first action to recruit a dedicated Project Manager • Actions and processes (specific details and timeframes to be added) • Interactions and interfaces between various managers • Assumptions made 	

<p>4.3</p>	<ul style="list-style-type: none"> • Organisational structure and stakeholder listing • Executive sponsors and project team • Quality plans and future processes • Project controls. <p>A number of comments and queries on the draft PID were received:</p> <p>4.3.1 The Chair suggested that there should be greater clarity within the PID as to what is meant by 'public use'.</p> <p>4.3.2 The Chair asked for details of the current position with the property vendors. RD advised that Rural Media is now in a 'holding over' period until the end of August. This is pending a Rural Media Board Meeting being held on 14 August, at which approval to proceed with the property purchase is expected. Assuming approval is received, Rural Media will then instruct their solicitors to inform the vendor's solicitors. There is one outstanding action to do with a note to confirm compliance with the Charities Act. Once this is received by Herefordshire Council, JH confirmed that funds could be released. RD advised that completion is expected by the end of August.</p> <p>4.3.3 AA requested that additional detail is included in the PID regarding the ambition for collaboration and interconnectedness between the #StrongerHereford cultural projects.</p> <p>4.3.4 AA asked whether the appointment of the Project Manager is contingent on funds being secured from the UK Shared Prosperity Fund. NM advised that it is not contingent on these funds.</p> <p>4.3.5 PS asked for further clarification regarding the purpose of the Green Room/ Broadcast Studio. NM advised that this would increase the likelihood of Herefordshire content being included in news bulletins, etc because the studio could record suitable quality content that could be easily utilised by regional and national TV studios. At the moment, we rely on crews being sent to Herefordshire, eg from Birmingham, which often does not happen.</p> <p>4.3.6 IA requested that a table is included in the revised PID that restates the project Outputs and Outcomes.</p> <p>4.3.7 IA made a comment on the use of the term 'talented individual' within the PID, which could be seen as elitist. NM agreed that there was some ambiguity in this term and will rephrase in the revised PID.</p> <p>4.3.8 Following a query from the Chair, NM confirmed that the project target for '10 talented young people per annum to create media content for national distribution' was a minimum.</p> <p>4.3.9 Following a query from AA, NM confirmed his understanding from discussions with the project architects that planning permission would not be required.</p>	
<p>4.4</p>	<p>CD mentioned previous discussions he had held with RD regarding the matched funding element of the project and any financial penalties that could be incurred in the unlikely event that targets were not achieved. IA/CD had referred to guidance provided by DLUHC which suggests that as long as project outputs and outcomes are achieved, that this would be a matter for the local #StrongerTowns Board.</p>	
<p>5.</p>	<p>Any Other Business</p> <p>None</p>	
<p>6.</p>	<p>Date of Next Meeting</p> <p>Next PDG Meeting: Wednesday 9 August, 8.30 – 9.00 am via Teams</p>	

	Next Stronger Hereford Board Meeting: Friday 1 September, 8.30 – 10.00 am – Venue TBC.	
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