

**Hereford Stronger Towns Board Meeting
Friday 6 October 2023 (8.30 am – 10.15 am),
held at Hereford College of Arts and via Zoom
Notes and Action Points**

Chair:	Abigail Appleton	AA	Principal, Hereford College of Arts
Board Present:	Graham Biggs	GB	Councillor, Herefordshire Council
	Judith Faux	JF	Trustee, HVOSS
	Cat Hornsey	CH	Councillor, Hereford City
	Frank Myers	FM	Herefordshire Business Board/Marches LEP
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford and South Herefordshire
	Lauren Rogers	LR	Rural Media Company
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Govin Ajula	GA	DLUHC
	Ivan Annibal	IA	Rose Regeneration (RR)
	Alex Collins	AC	DLUHC
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Elizabeth Parbutt	EP	Orphan's
Apologies/Absent:	Grace Joiner	GJ	Youth Board Member
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Paul Walker	PW	Chief Executive, Herefordshire Council
Notes:	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
4.1	Publish Declarations of Interest on Council Web page	RR
5.5	Provide proposals for expenditure of remaining Programme Management Budget for next Board meeting	RR
6.4	Budget forecasting	JH/RR
6.6	Highlight key matters that need to be brought to Board attention	RR
6.7.2	Invite Greening the City Project Sponsors to PDG	RR
6.7.3	Request an end of project report and staged evaluation reports from the Cycle Track Project Sponsors	RR
6.7.4	Discuss Library/Resource Centre FBC at PDG as soon as papers are available.	RR
6.7.5	Organise briefing to Board on Marches Experience milestones and management	RR
6.7.7	Invite Southside Project Sponsors to PDG to provide an update.	RR
6.7.8	Invite Wyeside Project Sponsors to PDG to provide an update	RR
7.2	Develop timetable of invitations to Sponsors to attend Board meetings	RR/AA
8.2	Check requirements with regard to Project plaques	GA
8.6	Check re coverage of cycle track in trade press	EP
8.9	Discuss how to further raise profile of #StrongerHereford	Comms Grp
9.1	Next steps re appointment of Vice-Chair	AA

Item	Notes	Action
<p>1.</p> <p>1.1</p> <p>1.2</p>	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.</p> <p>The Chair advised that Julian Vaughan has taken a sabbatical break from the Board with immediate effect, due to personal and professional pressures.</p>	
<p>2.</p>	<p>Conflicts of Interest</p> <p>No new Declarations of Interest were declared.</p>	
<p>3.</p> <p>3.1</p>	<p>Minutes of the STF Board Meeting held on 1 September 2023</p> <p>The Minutes of the Meeting held on Friday 1 September were approved as an accurate record.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Matters Arising</p> <p>All Declarations of Interests have now been received and will be published on the Herefordshire Council webpages.</p> <p>AA confirmed that the update to Councillors had taken place on Thursday 5 October.</p> <p>All other matters arising had either been dealt with or would be discussed in today's meeting.</p>	<p>RR</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>NB: Board Papers can be viewed via this link</p> <p>Progress Update</p> <p>IA referred attendees to the new reporting format, which was welcomed by Board members. Updates were given within this on several aspects, including Project Initiation Document status, Matched Funding, Programme Budget and Risk Register.</p> <p>IA highlighted one issue to do with the matched funding element of the Library/Resource Centre project that is uncertain if a decision is taken to relocate the project to Shire Hall.</p> <p>JNo asked for clarification regarding the decision-making process for the Library project. IA advised that full Council meeting was taking place later in October, followed by a STF Board decision in November. A move to Shire Hall would be a significant change to original plans, so if that decision is made, a Project Adjustment Request (PAR) would be needed to DLUHC. GA advised Board that 20 working days were typical between a PAR being submitted to Government and feedback being given.</p> <p>The Chair stressed the importance of STF Board having sight of the Full Business Case for the move of the project to Shire Hall, as soon as it is available.</p>	

<p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>With reference to the Programme Management Budget, IA advised that proposals for expenditure of the remainder would be brought to the next (November) Board meeting.</p> <p>With reference to the Programme Risk Register, IA advised that there had been few changes. He said the main issues are to do with uncertainty regarding the location of the Library/Resource Centre. Also, the Encore project is yet to secure a future site.</p> <p>Following a request for clarification from JF, the wording used in the Project Milestones document for the Encore Project will be amended from 'December 2023 – Premises Deadline' to 'December 2023 - Premises Review Deadline'. The Chair explained that this was intended as a milestone for Board members to consider their options if the Project Sponsor had not by this point managed to find suitable premises.</p>	<p>RR</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.7.1</p> <p>6.7.2</p> <p>6.7.3</p>	<p>NB: Board Papers can be viewed via this link.</p> <p>Current Programme Overview</p> <p>IA referred to the current programme RAG. He highlighted that there were only four projects that had seen significant change (3 improved, 1 worsened) and the key issues are highlighted in the report.</p> <p>Board members requested clarification regarding the current status of the Digital Culture Hub's purchase of Packer's House. JH advised that some final checks were being undertaken, but these should be completed in the forthcoming week</p> <p>IA referred to the current Budget profile. JH advised that this did not include draw down by Council projects as these were usually done on a quarterly basis. These had not been done at the time the report was compiled.</p> <p>JH stated that forecast figures will be needed for future reporting. These will be included in the next (November) Board report.</p> <p>IA referred to current project status, as detailed in the Board report.</p> <p>Board members welcomed the new reporting format. FM suggested future reports highlight the key matters that need to be brought to the Board's attention.</p> <p>With regard to individual projects, the following comments were noted:</p> <p>Encore: progress on finding suitable accommodation is being made by the Project Sponsor.</p> <p>Greening the City: Board requested more detail is provided on progress with this project. The Project Sponsor to be invited to a future PDG.</p> <p>Cycle Track: Board to request an End of Project report, followed by staged reports to evaluate achievements against original outcomes targets.</p>	<p>JH/RR</p> <p>RR</p> <p>RR</p>

6.7.4	Library/Resource Centre: The Chair said that as soon as papers for the October full Council meeting are available, these should be discussed by PDG.	
6.7.5	Museum / Marches Experience: JH advised that this project is going through planning (Stage IV RIBA), following which a tender will be published for building works. Board members requested that Project Sponsors provide a detailed briefing to Board on key milestones and the management of this project.	RR
6.7.6	Meadow Arts: Noted the significant progress already achieved by this project. Board members indicated they would welcome an evaluation of the project and an understanding of any lessons learned.	
6.7.7	Southside: Project Sponsors to be requested to attend a future PDG to understand progress to date. There are some aspects which will need to be reviewed, due to which it was recommended that the risk rating for this project is increased.	RR
6.7.8	Wyeside: Progressing well, so Risk Rating can be reduced. Some issues are outstanding (particularly due to full costings). Project Sponsors to be invited to PDG to provide an update.	RR
7.	Confirmation of Support Contract	
7.1	The Board agreed to reappoint Rose Regeneration for the period up until July 2024.	
7.2	Following discussion, the Board agreed to invite all Project Sponsors to attend future Board meetings on a rolling basis. This is part of a broader project to improve communications/connections between the Board and Projects.	RR/AA
8.	Communications Update	
8.1	EP advised that new branding guidelines had been received from Government. These had been implemented by her team and also circulated to all Projects.	
8.2	EP said that Projects would be able to display plaques to show they were Stronger Towns funded. She asked Board to consider whether this should be done collectively, or on an individual project level. GA will check Government requirements for these plaques before any steps are taken.	GA
8.3	EP advised that an interview with the Chair will be published in the next issue of Herefordshire Now (the local authority's newsletter).	
8.4	EP further advised that work to develop video collateral had now restarted with students at the Art College, following their return for the new academic year.	
8.5	EP said that she was considering how the presentation used for the Councillors' briefing could be repurposed for use in other situations.	
8.6	Following comments received from Board members regarding the publicity received for the Cycle Track opening, EP said that this did achieve coverage in the local press and good engagement on social channels. She said that she would check regarding coverage	EP

<p>8.7</p> <p>8.8</p> <p>8.9</p>	<p>achieved (if any) in trade journals. LR added that Board members should be mindful of 'user generated content' which had resulted in significant additional interest on platforms such as TikTok.</p> <p>PS advised that an electric buses launch event would be taking place at a date to be confirmed shortly. He said an events team had been employed to manage this and they will liaise with EP.</p> <p>Following comments made by GB about lack of public awareness about Hereford's Stronger Towns projects, the Board agreed that everything possible should be done to increase the profile of #StrongerHereford, its vision and achievements.</p> <p>How #StrongerHereford can further raise its profile will be discussed by the Comms group, recognising the significant achievements already made. GB indicated his willingness to be part of these discussions, if useful.</p>	
<p>9.</p> <p>9.1</p>	<p>Any Other Business</p> <p>In light of JV's sabbatical from the Board, the Chair advised that she had appointed FM as interim Vice-Chair. She will review formal processes for a permanent appointment and advise the Board as to next steps.</p>	<p>AA</p>
<p>10.</p>	<p>Date and Time of Next Meeting</p> <p>Friday 3 November, 8.30 – 10.00 am Hybrid meeting: Hereford College of Arts (Venn's Lane site) and via Zoom.</p>	