

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on 10 January 2024 from 8.30 – 9.30 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 Hereford City BID
Attendees:	Ivan Annibal Christian Dangerfield Joni Hughes	IA CD JH	Rose Regeneration (RR) Rose Regeneration (RR) Portfolio Manager, Capital Development, HC
Invited Guests:	Roger Allonby Laurence Butterworth Susan White	RA LB SW	Herefordshire Council Herefordshire Council Herefordshire Council
Apologies: /Absences	None		
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Notes of previous meetings</p> <p>The notes of the PDG meeting held on 6 December 2023 were approved as a correct record.</p>	
2. 2.1	<p>New Declarations of Interest</p> <p>There were no new Declarations of Interest.</p> <p>The Chair advised that he is now the Chief Executive of Community First Herefordshire and Worcestershire (changed from Chairman as previously advised).</p>	
3. 3.1	<p>Museum and Art Gallery Project</p> <p>RA provided a comprehensive presentation on the Museum and Art Gallery Project. This included:</p> <ul style="list-style-type: none"> • An overview of the background to the project. • The USPs of the project. • Detailed budget information and information on additional grant applications and their scope. • The phasing of the project. Essentially Phase 1 encompasses the capital works for the shell and core of the building. Phase 2 will encompass engagement activities and interpretation fit out. • The team is currently working through Phase 1 of the project and RA confirmed that the building is empty following the library's temporary removal to Friars Street. • Detail regarding the current situation, including an update on progress to secure building contractors to carry out construction works and detail on the work being carried out by the building consultants (Mace) and their associated budget. 	

3.2	RA advised that now the building is empty, more detailed survey work can be undertaken. This will be helpful when going out to tender as potential bidders will be better able to assess associated risks with the project to inform their costings.	
3.3	RA stated the design team's view that the project is deliverable within the available budget, including opportunities for value engineering (if needed) that would not affect the user experience.	
3.4	RA acknowledged previous difficulties in securing contractors interested in the project. However, he said this was due to the basis on which the contract was offered (fixed price with cost risk on the contractors). This has now changed to a more traditional contract and RA said he was confident of attracting significant interest in the work.	
3.5	RA provided an update on the planning process. He said that no objections had been received and the clarifications requested by the Planning team are being addressed by the design team. The project is expected to be considered at the February/March Planning Committee and approval is anticipated.	
3.6	RA presented timelines for the work. Key dates are the appointment of contractors in May-July 2024 and the opening of the premises planned for May 2026. RA confirmed that STF monies would be committed before the STF spending deadline of March 2026.	
3.7	JN asked for clarification regarding the spending to date on professional fees. RA replied that these were proportionate for a project of the museum/art gallery's scale and size.	
3.8	JN asked for further information regarding potential scope for value engineering of the project. RA replied that he was confident that significant savings could be made, particularly around the current specification for Passivhaus environmental standards.	
3.9	PDG agreed the importance of regular updates from the Museum and Art Gallery project team to PDG/STF Board. The Chair said it is vital that PDG/STF Board understand progress on all projects in the STF portfolio, whilst not wishing to get involved in the minutiae. RR to diarise regular PDG slots for the Museum and Art Gallery project team to attend PDG, to coincide with key milestones in the project plan.	RR
4.	Greening the City Project	
4.1	LB provided an update on current progress with this project, particularly the Active Travel element. He explained that work on this aspect was delayed due to some difficulties with land ownership. In addition, a road safety audit had identified several issues that are being addressed.	
4.2	LB requested some changes to the project budget. The Chair requested that these are written in a document to be submitted for consideration by PDG. IA asked for this document also to include expenditure phasing, in particular when the project leads are expecting to draw down STF funds.	LB
4.3	The Chair also asked LB to circulate a map of the planned Active Travel works.	LB
5.	Any Other Business	
5.1	CD/JB to look at providing one Teams link to all future PDG meetings.	CD/JB
6.	Date of Next Meeting Next PDG Meeting: Wednesday 17 January from 8.30 – 9.30 am (via Teams). Next Stronger Hereford Board Meeting: Friday 2 February, 8.30 – 10.00 am (hybrid meeting).	