

**Hereford Stronger Towns Board Meeting
Friday 3rd May 2024 (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:	Judith Faux	JFa	Trustee, HVOSS
	Cat Hornsey	CH	Councillor, Hereford City
	Frank Myers	FM	Herefordshire Business Board
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford and South Herefordshire
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Graham Biggs	GB	Councillor, Herefordshire Council
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Jago Frost	JFr	Youth Board Member (new member)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Elizabeth Parbutt	EP	Orphan's
Guests:	Lou Foti	LF	Southside Project (part)
	Nic Millington	NM	Digital Culture Hub Project (part)
	Chris Tipping	CT	Southside Project (part)
Apologies/Absent:	Alex Collins	AC	DLUHC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Lauren Rogers	LR	Rural Media Company
	Paul Walker	PW	Chief Executive, Herefordshire Council
Notes:	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
2.6	JH to clarify when an STF project is 'complete' with AC.	JH
6.3	Quarterly financial report to be completed for submission to DLUHC (after checking with AA/AL)	RR
7.9	Southside Project funding discussions	AA/IA + AL
9.1	Fix date for Wyeside Project Lead to attend PDG	RR
9.2	Draft programme management tender document	JH

Item	Notes	Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	
2.	Presentation – Digital Culture Hub	
2.1	The Chair welcomed NM to the meeting.	

<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>NM provided a comprehensive update on the Digital Culture Hub Project. In particular, he highlighted:</p> <ul style="list-style-type: none"> • Packer’s House purchase completion date (15 November). • STF Board Members invited and very welcome to view the premises. • Refurbishment works to the first floor of the premises will be commissioned within the next two-three weeks. First work will be development of a new kit store. • Greenleaf Architects are working closely with a newly appointed Project Manager. Hoping to create another two new appointments. • Powerhouse (tenants) have now signed their Financial Agreement and able to progress. Regular meetings being held between Powerhouse and the Digital Culture Hub. • The project will be monitoring impact under a number of headings: business, community sector and voluntary, service, education and training/schools, skills, talent development, advocacy and signposting, equipment loan, facilities hire. Data is already being captured and looks very positive. There will be a hiatus during refurbishment works. • Risks outlined including rising costs of material/labour. • NM confirmed he was linking in with EP to maximise communications opportunities. • Ground floor tenancy arrangements. • Considerable stakeholder interest in the Digital Culture Hub and other STF projects, including from the Department of Digital, Media, Culture and Sport (DMCS). <p>NM advised Board members that the Rural Media Company is seeking new Board members. Further details are available here:</p> <p>NM confirmed that target numbers remain the same, even though costs of material/labour have risen.</p> <p>NM confirmed that although one current tenant at the building is shortly to vacate the premises (space to be used by Powerhouse), the other is on an ongoing tenancy.</p> <p>NM asked for clarification as to when a project is designated as ‘complete’ in terms of the STF. JH said she understood this is when the project outcomes have been achieved and reported back to Government. However, she will clarify with AC.</p> <p>NM left the meeting</p>	<p>JH</p>
<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Declarations of Interest / New Members</p> <p>There were no new Declarations of Interest</p> <p>The Chair introduced JFr who she and CH recommend being appointed as new Board Youth Member. The Board approved this nomination.</p>	
<p>4.</p> <p>4.1</p>	<p>Minutes of the STF Board Meeting held on 5 April 2024</p> <p>The Minutes of the Meeting held on Friday 5 April were approved as a correct record.</p>	

<p>5.</p> <p>5.1</p>	<p>Matters Arising</p> <p>See updates below:</p> <table border="1" data-bbox="371 315 1176 999"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>6.4</td> <td>Write note to Board members regarding secretariat arrangements. Add item on renewal of secretariat arrangements to May Agenda for discussion.</td> <td>AA RR</td> <td>On today's Agenda</td> </tr> <tr> <td>6.7</td> <td>Write to Government regarding potential to utilise unspent Towns Funds from elsewhere.</td> <td>AA/JNo</td> <td>Drafted</td> </tr> <tr> <td>6.11</td> <td>Wyeside Project Team to come to PDG ASAP.</td> <td>RR</td> <td>Ongoing</td> </tr> <tr> <td>6.15</td> <td>Organise special PDG to look at cross-programme financial predictions.</td> <td>RR</td> <td>Ongoing</td> </tr> <tr> <td>7.2</td> <td>Programme Review items to be followed up with Board members.</td> <td>AA</td> <td>Ongoing</td> </tr> <tr> <td>8.2</td> <td>Any Board member interested in being part of the communications sub-group to contact the Chair.</td> <td>All</td> <td>No Eols received</td> </tr> </tbody> </table>	Item	Notes	Action	Update	6.4	Write note to Board members regarding secretariat arrangements. Add item on renewal of secretariat arrangements to May Agenda for discussion.	AA RR	On today's Agenda	6.7	Write to Government regarding potential to utilise unspent Towns Funds from elsewhere.	AA/JNo	Drafted	6.11	Wyeside Project Team to come to PDG ASAP.	RR	Ongoing	6.15	Organise special PDG to look at cross-programme financial predictions.	RR	Ongoing	7.2	Programme Review items to be followed up with Board members.	AA	Ongoing	8.2	Any Board member interested in being part of the communications sub-group to contact the Chair.	All	No Eols received	
Item	Notes	Action	Update																											
6.4	Write note to Board members regarding secretariat arrangements. Add item on renewal of secretariat arrangements to May Agenda for discussion.	AA RR	On today's Agenda																											
6.7	Write to Government regarding potential to utilise unspent Towns Funds from elsewhere.	AA/JNo	Drafted																											
6.11	Wyeside Project Team to come to PDG ASAP.	RR	Ongoing																											
6.15	Organise special PDG to look at cross-programme financial predictions.	RR	Ongoing																											
7.2	Programme Review items to be followed up with Board members.	AA	Ongoing																											
8.2	Any Board member interested in being part of the communications sub-group to contact the Chair.	All	No Eols received																											
<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>Progress Report, Programme Review and Budget NB: Board Papers can be viewed via this link.</p> <p>IA Referred to the Board Report, as follows:</p> <p>A number of PIDs (Project Initiation Documents) are yet to be completed but are in progress. Powerhouse presented their PID to this week's PDG (Project Development Group) meeting.</p> <p>IA said spend is progressing as hoped. RR will be completing a comprehensive financial report for DLUHC for submission by the end of May. This will be submitted to AA/AL for sign-off in the next few weeks before submission to Government.</p> <p>In terms of individual project risks, the four requiring most focused effort are the Shire Hall, Southside, Wyeside and Encore (building acquisition). IA said he has no concerns about any of the projects failing, but they need to be closely monitored.</p> <p>RAG rating – As outlined on page 19 of the Board report. Wyeside and the Museum project remain the only two rated 'Red', the former due to the scale and complexity of the project and the latter due to a range of issues to do with planning and reputation.</p> <p>Budget – as outlined on page 35-36 of the Board report.</p>	<p>RR</p>																												
<p>7.</p> <p>7.1</p>	<p>Southside Project – Budget Review</p> <p>IA presented an overview of the current situation, as outlined on pages 37-29 of the Board report. In essence, there is a potential</p>																													

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p>	<p>funding gap of c £345K (5% contingency) or £419K (7.5% contingency).</p> <p>IA asked the Board to consider a number of options to meet this funding gap (see slides). He said that there is scope within the current overall Towns Fund Budget to move funding around, but this could only be done with the consent of the Projects involved. He reminded Board that there are also some uncommitted funds in the Programme Management budget which could be utilised. Finally, he pointed to previous discussions at Board and PDG in relation to potential unspent monies from the national fund that could be redirected to Hereford.</p> <p>PS asked JNo if he could comment on the likelihood of monies coming to Herefordshire from the national fund. JNo said he could provide no insight on this but advised the Board to approach DLUHC as quickly as possible.</p> <p>FM referred to monies outlined in Southside's budget for items that could be deferred until after the main construction works are completed at which time there would be more certainty regarding additional funds available.</p> <p>JH asked IA about the deadline for confirming the budget and commissioning the building works. IA responded that this needs to be as soon as possible (within the next 8-10 weeks) in order to avoid the risk of additional cost rises. Also, the Football Association (who are contributing a large grant to the project) are expecting the contract to be let by early summer.</p> <p>LF added that the tender for construction works is almost ready for release. She confirmed that there are costs within the overall project that are not linked to the initial construction works (eg loose fittings such as computer equipment, tables and chairs for the café) and that there is sufficient money in the budget to pay for the construction.</p> <p>In response to a query from JNe, LF confirmed that the Quantity Surveyor had developed a very detailed cost plan and was confident that no more than a 5% contingency would be needed.</p> <p>In response to a query from JFa, CT confirmed that options for alternative funding sources were being explored.</p> <p>The Board agreed that AA would discuss with IA and AL to explore potential phasing of costs and related risks and exploring options for funding. This will then be considered by PDG. Noted the urgency regarding timescales</p> <p>LF and CT left the meeting</p>	<p>AA/IA + AL</p>
<p>8.</p>	<p>Communications Update</p> <p>No report.</p>	
<p>9.</p> <p>9.1</p>	<p>Any Other Business</p> <p>The Wyaside Project: The Chair referred to discussions as this week's PDG when a number of concerns had been expressed</p>	

<p>9.2</p>	<p>about this project, including management of risks and relationships with key stakeholders. RR to arrange a date for the Project Lead to attend PDG, where these issues can be further discussed.</p> <p>Programme Management Bid (NB IA and CD not present for this item)</p> <p>The Chair reminded Board members that the current Programme Management Contract with RR expires at the end of June. The proposal is for the new Contract to be awarded via a framework, rather than full open tender. JH is developing a draft for consideration by the Board.</p>	<p>RR</p> <p>JH</p>
<p>10.</p>	<p>Date of Next Meeting</p> <p>Stronger Towns Fund Board: Friday 7th June 2024 at 8.30 – 10.00 am at Hereford College of Arts and online.</p>	