

**HEREFORD TOWN BOARD**  
**Notes and Action Points**  
**Friday 03 July 8.30 to 10.00**

**CHAIR:** Mark Stevenson MS WorkHere

**PRESENT:** Cllr Ellie Chowns ECh Herefordshire Council  
 Cllr Kath Hey KH Hereford City Council  
 Jesse Norman JN MP  
 Mark Stevenson MS WorkHere  
 Julian Vaughan JV Green Dragon  
 Will Vaughan WV Pedicargo  
 Frank Myers FM Herefordshire Business Board/ LEP  
 David Langley DL NMITE  
 Elsie Cummings ECu Youth Sector  
 Lauren Rogers LR Rural Media  
 Laura Hughes LH Signs and Labels  
 Ruth Parry RP Simple Design Works  
 Will Lyndsay WL HVOSS

**APOLOGIES:** None

ITEM	NOTES	ACTION
1.	<p><b>ATTENDANCE AND APOLOGIES</b>            Attendance and apologies are recorded above.</p> <p>MS outlined three personas that he had drafted to remind Board members of the wider community who stood for benefit from the Stronger Towns programme. This would allow the Board to reference back to these personas and remembers the broad demographic of community within Hereford.</p>	
2.	<p><b>MINUTES OF PREVIOUS MEETING</b>            Attracting a rep from a large business. A number of organisations have been approached including WPD. DL and MS have had contact and discussed. FM had done similar with Artic Circle. Board agreed a need for someone invested in the local economy. NW has had initial contact from Heineken. JN suggested Welsh Water, made considerable investment in the city.</p> <p>All four companies will be engaged and given the opportunity to consider whether they would like to join the Board. The Board to then review the responses and decide which company, or companies, to invite to attend the Board.</p> <p>Government Town Hub support. NW and MS spoken to the support available, have invited to the next meeting.</p> <p>Overall programme for Town Investment Plan. MS working on and initial draft to brought to the next meeting.</p>	<b>NW</b>
3.	<p><b>DATE OF TOWN INVESTMENT PLAN SUBMISSION</b>            NW reported that guidance was still that no advantage in an early cohort submission. Government has put in place a range of consultancy support to help Boards bring forward their TIP. Board reviewed work required and discussed which of the three available submission dates (July, October and January) should be targeted.</p> <p>NW shared paper on potential work – community engagement, evidence base, draft strategy, determine a vision, project submission and prioritisation. Noted that the council would need to sign off the TIP submission and there are processes to go through.</p> <p>MS asked all Board members their opinions on which submission date they favoured. Questions on what resource was available to support the cohort submission. NW outlined the need for supporting consultants to assist in capacity building and support for the Board. Some discussion as to what procurement options there are for appointing consultants, having this support quickly would be advantageous.</p> <p>Noted that other boards had started consultation processes and appointed consultants, mention of the MyTown portal to support engagement. Requirement for an information sharing system for the Board to share ideas and information.</p> <p>Bids need to be ambitious and produced to best of our ability, need to reflect this in</p>	

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	<p>timescale for production. The TIP will set the strategy for a number of years beyond the initial investment.</p> <p>JN highlighted the need for local buy-in to the Plan, government will be specifically referencing the local support for the TIP. May be able to use timings to reflect on what other towns are doing.</p> <p>Board recommended a January cohort submission date but to make an earlier submission if had the ability to do so. NW to write to MHCLG contact to inform them of the Board's decision.</p>	<p><b>NW</b></p>
<p><b>4.</b></p>	<p><b>BOARD MEMBER INTRODUCTIONS</b></p> <p>To enable all Board members to better understand the group's experience and capabilities each member outlined their background and experience, what they brought to the board, what they hoped they would get out of the process and what motivated them.</p>	
<p><b>5.</b></p>	<p><b>TOWNS FUND CAPITAL AWARD</b></p> <p>NW outlined the recent offer from government to Hereford for an award of £750,000 to be spent on capital projects that would assist in the delivery of the TIP. Projects need to deliver within the financial year so would need to be "shovel ready", and demonstrate value for money. The council received the offer and would need to make the decision on which projects should be put forward. NW indicated that he was drafting some guidance and a template to capture project ideas. This would be circulated to the Board so their ideas could be considered by the council. Board to respond with their ideas by the date identified. The council need to make a submission by the 14 August. Noted that the council were responsible for making the decision but were actively seeking the view of the Board for project ideas.</p>	<p><b>NW</b></p> <p><b>All</b></p>
<p><b>6.</b></p>	<p><b>TERMS OF REFERENCE</b></p> <p>MS now appointed as Chair so LH and EC's now sitting on sub group with FM to review the TofR. TofR to be brought back to next meeting.</p>	
<p><b>7.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>Comms and Branding plan – MS outlined that this was important and he would invite members to join a sub group to look at how we communicate.</p> <p>Budget – FM raised as important</p> <p>Education – RP had a link with Hereford Diocese. MS indicated this could be an important link and would be followed up.</p>	<p><b>MS</b></p>