

**TOWNS FUND BOARD**
**Notes and Action Points**
**Friday 4 March 2022, 8.30-9.45 am via Zoom**

<b>Chair:</b>	<b>Abigail Appleton</b>	AA	Principal, Hereford College of Arts
<b>Board Present:</b>	<b>Ellie Chowns</b>	EC	Cabinet Member, Environment and Economy, HC
	<b>Ian Christie</b>	IC	Big Business Representative/MD, Welsh Water
	<b>Judith Faux</b>	JF	Trustee, HVOSS
	<b>Kath Hey (part)</b>	KH	Councillor, Hereford City Council (Representing EC)
	<b>Frank Myers</b>	FM	Herefordshire Business Board / Marches LEP
	<b>James Newby</b>	JNe	Chief Officer, NMITE
	<b>Jesse Norman</b>	JNo	MP for Hereford and South Herefordshire
	<b>Ruth Parry</b>	RP	Director Operations & Marketing, Simple Design Works Ltd
	<b>Lauren Rogers (part)</b>	LR	Project Manager, Rural Media
	<b>Paul Stevens</b>	PS	Hereford Business Improvement District (HBID)
	<b>Julian Vaughan</b>	JV	The Green Dragon Hotel
	<b>Will Vaughan</b>	WV	Hereford Pedicabs and Pedicargo
<b>Other Attendees:</b>	<b>Ivan Annibal</b>	IA	Rose Regeneration
	<b>Christian Dangerfield</b>	CD	Rose Regeneration
	<b>Olli Hindle</b>	OH	MHCLG Representative
	<b>Joni Hughes</b>	JH	Portfolio Manager, Capital Development, HC
	<b>Andrew Lovegrove</b>	AL	Chief Finance Officer, Herefordshire Council (part)
<b>Apologies:</b>	<b>Paul Walker</b>	PW	Chief Executive, Herefordshire Council
<b>Absent:</b>	<b>Alan Anderson</b>	AAAn	British Land – Old Market, Hereford
	<b>David Hitchiner</b>	DH	Leader of the Council, Herefordshire Council
<b>Notetaker:</b>	<b>Jan Bailey</b>	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting. Apologies and Absences are as noted above. A short pause was suggested by the Chair to recognise the plight of the Ukrainian people.</p>	
2.	<p><b>Conflicts of Interest</b></p> <p>None declared.</p>	
3.	<p><b>Minutes of the Last Meeting (held 4 February 2022) and Matters Arising</b></p> <p>The minutes of the STF Board meeting held on 4 February were accepted as a correct record.</p> <p><b>Ref Minute 4.3.2 - Cross-Programme Risk List:</b> The Chair requested that this item is included in the Board papers each month.</p> <p><b>Ref Minute 5.2.2 – FBC Workshop:</b> The Chair advised that this item was covered in the Project Sponsors' Meeting held yesterday (3 March)</p>	<b>IA/CD</b>

	<p><b>Ref Minute 5.3 – Programme Management post-FBC:</b> The Chair advised that FM was working on this with the PDG and that a paper will be available at the next STF Board Meeting.</p>	
<p><b>4.</b></p>	<p><b>Communications and Publicity</b></p> <p>4.1 LR provided an overview of actions to date, including a number of ‘Quick Wins’, the sub-group’s priorities and objectives, regular updates to the STF Board and attendance at PDG meetings, when required. This information is summarised in the document ‘Comms Sub-Group Update for Full Board 04/03/2022’, available via GoogleDrive: <a href="https://docs.google.com/document/d/1ZMCfBLhnD7IRw3WnW_LoHX4qJKDoTHkelsi9v7o-J4U/edit">https://docs.google.com/document/d/1ZMCfBLhnD7IRw3WnW_LoHX4qJKDoTHkelsi9v7o-J4U/edit</a>.</p> <p>4.2 LR confirmed the communications sub-group comprises herself JF, JV and RP.</p> <p>4.3 FM stated that many projects were asking for guidance with regard to development of websites, particularly whether they should set up their own sites or if a link from the STF website would be sufficient. Projects differ, he said, in what they need and want. LR/RP agreed that the best approach would be to conduct an audit of each project’s website needs before making any recommendations. This item will be discussed in a forthcoming communications sub-group meeting.</p> <p>4.4 IA made reference to recent meetings where Councillors were briefed on the STF. He suggested that more of these briefings are held as the project progresses so that Councillors are kept fully up-to-date and engaged.</p> <p>4.5 The Chair thanked LR and the sub-group for their work so far.</p>	<p><b>LR/RP</b></p>
<p><b>5.</b></p>	<p><b>Monthly Programme Update</b></p> <p>5.1 IA made reference to his previously circulated document, ‘Project Management Overview – progress review of individual projects’, where higher and medium risk projects had been identified, alongside progress reports on all other projects.</p> <p>5.2 IA stated that the biggest change since the last meeting was to the Digital Cultural Hub Project (Rural Media Company) where a decision had recently been made to move out of Maylord Orchards in favour of the purchase of RMC’s existing premises at Packers House, Hereford.</p> <p>5.3 IA referred to the budget spreadsheet included in his previously circulated document. There had, he said, been little change to this since the last Board meeting, apart from all 5% Advance Funding agreements had now been signed. He referred to the £188K from this fund which has yet been allocated and reassured the Board that he and CD were actively discussing this with JH to ensure it was all allocated before the 31 March cut-off date.</p> <p>5.4 IA advised that four draft Full Business Cases (FBC) had now been received: Electric Buses, Cycle Track, Meadow Arts and Castle Green.</p> <p>5.5 IA advised that future Project Sponsors Meetings had now been arranged, as set out in his previously circulated document. At the next meeting, the FBC process would be explained in further detail to the Projects. It was hoped that Cllr Davies would be able to join the meeting to discuss equality and diversity. In addition, projects had been asked what they would like to see covered on the Agenda.</p> <p>5.6 IA reported that Towns Hub resources have now been reinstated and that he hoped Rebecca Collings would be attending future STF Board meetings.</p> <p>5.7 The Chair invited comments/questions from attendees. The following were noted:</p>	

	<p>5.7.1 WV stated that his recent visit to the Southside Project and previous engagement with other projects had for him reinforced the importance of Council officials and other key people visiting the sites. In so doing he believed they would develop a deep understanding of the benefit of the projects to the city, which may be useful when trying to move through the various regulatory processes.</p> <p>5.7.2 The Chair agreed that engagement was vital to the success of the projects. She stated that she would like to link individual Board members with particular projects, so that they could know them in depth and support them through the process. There was broad agreement from Board members for this proposal.</p> <p>5.7.3 JV stated the importance of engagement with the broader community in Hereford, for example by inviting them to an event where they could hear from each project. Also perhaps the development of some video content. LR stated that this subject would be discussed at the Communications Sub-group meeting taking place on 16 March.</p> <p>5.7.4 KH suggested that the City Council could get involved with this engagement activity – particularly the Events Coordinator and Comms Team. JF agreed with this approach, stating that it was easier to get people to attend events via existing networks rather than attempt to set up new meetings. KH and LR to discuss outside of today’s meeting.</p> <p>5.7.5 JF asked for more information regarding the decision for the Digital Cultural Hub (DCH) to move premises. AA said this had been discussed at the Project Delivery Group (PDG) meeting held earlier in the week, where Nic Millington (CEO of Rural Media) had delivered a comprehensive briefing to the group. The various issues would, the Chair said, be addressed in the DCH’s Full Business Case and the Board would need to reach a view as to whether this was a good decision for the city. EC and FM expressed concerns regarding the decision, which FM said had significantly changed the original vision for the Maylord Orchards’ development. Further information will be provided to the Board at a later date.</p> <p>5.7.6 EC asked for clarification regarding project management arrangements after FBCs are submitted in June. FM confirmed that he will be bringing recommendations to the next Board meeting, after discussions at the PDG.</p> <p>5.7.7 JF asked whether the risk management assessment of projects had taken into account any requirements for matched funding. IA replied that this had been taken into account; the Museum project was the most reliant on matched funding, with no other projects having significant challenges in this regard. The Chair suggested that this aspect could be included in future reporting to the Board.</p>	<p>LR</p> <p>KH/LR</p> <p>FM/AA</p> <p>IA/CD</p>
<p><b>6.</b></p>	<p><b>Roles and Responsibilities Agreement</b></p> <p>6.1 IA referred to his previously circulated paper, section ‘Roles and Responsibilities Agreement – including organograms’.</p> <p>6.2 This was agreed by Board members, subject to recognition in the ‘Organogram 2 Structural Relationships’ diagram of Herefordshire Council’s dual role as Accountable Body and Project Sponsor.</p>	<p>IA</p>
<p><b>7.</b></p>	<p><b>Skills Audit</b></p> <p>7.1 The Chair referred to the previously circulated paper, section ‘Skills Audit’. She explained that the completion of this by Board members would be the first step in identifying any skills gaps, which would then inform future Board recruitment activities.</p> <p>7.2 JV asked about the process for recommending and recruiting new Board members. The Chair recognised that a process was required and it was agreed that IA would draft</p>	<p>IA</p>

	<p>this. IA added that a Task and Finish Sub-group would also be useful to implement the recruitment process.</p> <p>7.3 EC stated the importance of representation of young people on the Board and suggested that a skills audit was not necessary to identify this need. The Chair agreed, but stated there would still need to be a process to recruit young people to the Board. It was agreed that a suggested process for recruiting Board members would be circulated as soon as possible for comment and agreement by the Board.</p>	<b>AA/IA</b>
<b>8.</b>	<p><b>Any Other Business</b></p> <p>8.1 JNo referred to the Levelling Up White Paper, the inclusion of NMiTE in this document and his recommendation that all Board members take up the opportunity to visit and engage with the University, as an integral part of the city's/council's future economic strategy. The Chair agreed this as an action for Board members.</p> <p>8.2 FM apologised to PDG colleagues as the notes from the PDG meeting held on 1 March had been circulated to Board members without them first having been approved.</p>	<b>All</b>
<b>9.</b>	<p><b>Date of Next Meeting</b></p> <p>Friday 1 April, 2022 8.30 – 10.00 am Via MS Teams (Link to follow)</p>	