

TOWNS FUND BOARD
Notes and Action Points
Friday 7 October 2022, 8.30-9.45 am via Zoom

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

| ITEM | NOTES | ACTION |
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| 1. | Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies and Absences are as noted above. | |
| 2. | Conflicts of Interest There were no new conflicts of interest. | |
| 3. | Minutes of the last meeting (held 2 September 2022) The Minutes of the meeting held on 2 September 2022 were approved as a correct record. | |
| 4. | Matters Arising 4.1 All items in the Action Items grid have been completed or will be covered in today's Agenda, with the exception of action 8.1 – LR to circulate the report from the Southampton Institute - which is outstanding. 4.2 There were no matters arising. | LR |
| 5. | Progress Update and Future Planning 5.1 IA advised that monies had now been received from Government as set out in his report, previously circulated to attendees. The amount received he said was slightly less than anticipated. However, he was discussing this with the new DHLUC Representative, AC. An update will be provided at the November Board meeting. | RR |

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| | <p>5.2 IA advised that on Thursday and Friday 13 and 14 October, detailed discussions would take place with each of the projects to introduce them to their Funding Agreements. Once signed, each project would be asked to compile a Project Initiation Document (PID) (based largely on the information contained in their Full Business Cases) which will lay down how their project will be delivered and associated budget. Projects will present their PID to the Project Delivery Group (PDG), after which they will be able to draw down from their funding allocation.</p> <p>5.3 Board members confirmed that they were happy with this proposed workflow process.</p> <p>5.4 JNo highlighted the media opportunity the announcement of funding presented for each of the projects. AA advised that a communications workshop would be provided at the next Project Sponsors meeting. RP stated that media engagement varied depending on whether releases came from individual projects or from Herefordshire Council/Stronger Towns Board and she stressed the importance of individual projects linking in with the Stronger Towns Comms lead. FM stated that he would include media/publicity as a standing item at future PDG meetings.</p> | FM |
| 6. | <p>Current Programme Overview and Budget</p> <p>6.1 IA referred to his report, previously circulated to attendees, within which three projects in particular were highlighted as causing some concern.</p> <p>6.2 For two of these projects, inflationary pressures were the main concern:</p> <p>6.2.1 Wyeside: The project manager has undertaken significant value engineering and is still facing a major funding gap due to increased construction costs. A meeting is scheduled to take place shortly to look at options and to consider what can be achieved for the budget available. At this stage, IA said he would not recommend to Board that a Funding Agreement is made, pending the outcome of this meeting.</p> <p>6.2.2 Southside: JNe advised that this project is facing similar challenges to Wyeside and all partners are trying again to see how it can be value engineered.</p> <p>6.3 Recognising that this is a national problem and that other projects in the Hereford STF may also face cost issues when they begin to commission work, attendees agreed that projects must focus on achieving the best outcomes they can and creating the maximum impact possible with the budget available, rather than constantly trying to value engineer a project with a negative impact on outcomes.</p> <p>6.3 IA updated the Board with regard to the current situation with the Powerhouse and Digital Cultural Hub projects. He said that discussions were ongoing between the PDG and the two project sponsors with regard to their proposed co-location at Packer's House. These were primarily to ensure project outputs were not negatively impacted by this change, but also some concerns relating to the current building tenants. A further discussion will take place at the next PDG, after which a written recommendation will be made to the Board.</p> <p>6.4 IA provided an update on the latest Project Sponsors meeting, which he said was very good and collegiate. The next Project Sponsors meeting is scheduled for late October (date tbc).</p> <p>6.5 IA referred attendees to the Programme Level Risk Register, previously circulated to Board members. There were no additional comments or queries from attendees.</p> <p>6.6 IA referred attendees to the detailed budgetary information, previously circulated to Board members. As indicated earlier (see 5.1), IA said he was in dialogue with AC about the amount of the first tranche of funding. There were no additional comments or queries from attendees.</p> | RR |

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| | <p>6.7 AA advised that the Herefordshire Business Board had requested a timeline on key dates for the Stronger Town projects, particularly relating to when local people would see work commencing or any impact from the projects. AA will develop this information with RR. RP said this would also be useful for communications activity planning.</p> | AA/RR |
| 7. | <p>Communications Update</p> <p>7.1 RP advised that a press release (developed in partnership with Herefordshire Council's Comms Team) about the release of the first tranche of funding had been circulated to local media. As a result, there had been significant interest, including BBC Herefordshire & Worcestershire, Bauer Radio (Free), Sunshine, Hereford Times and Your Herefordshire plus social media activity (Facebook, Twitter, Instagram, Linked In).</p> <p>7.2 AA advised that the communications tender was being finalised by RP/LR and should be available shortly.</p> | RP/LR/AA |
| 8. | <p>Board Evolution</p> <p>8.1 AA advised that some strong applications had been received for youth membership on the Board. An interview process will begin shortly, following which a recommendation will be made to Board.</p> <p>8.2 AA advised that she had been in contact with both IC and AAn regarding Board attendance. Although both were committed to the project, the challenges of their own roles made it difficult for them to attend STF Board meetings. IC is hoping to re-join the Board shortly, but AAn will be invited to resign as a Board member due to work pressures.</p> <p>8.3 WV advised that he would be stepping back from Board activities for a period whilst he concentrated on his own work commitments. However, he very much hoped to re-join the Board at a later date.</p> <p>8.4 AA said that she and JV would look at the current Board Terms of Reference to include the facility for members to have a sabbatical from Board responsibilities. They will also bring a proposal to PDG for a notice to go out in search of one or two new business members to the Board.</p> | AA AA AA/JV |
| 9. | <p>Any Other Business</p> <p>None</p> | |
| 10. | <p>Date of Next Meetings</p> <p>PDG – Fortnightly (next meeting Wednesday 12 October)</p> <p>Board Meeting – Next meeting - Friday 4 November – Face to Face, at the Arts College, Folly Lane, Hereford</p> <p>Then, the first Friday of each month until further notice.</p> | |

Action Items
STF Board Meeting – 7 October 2022

| Minute No | Action | Responsibility |
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| 4.1 | Circulate report from Southampton Institute | LR |
| 5.1 | Update on discussions with AC re funding allocation | RR |
| 5.4 | Include media/publicity as a standing item on PDG meeting agenda | FM |
| 6.4 | Confirm date of next Project Sponsors Meeting | RR |
| 6.7 | Project milestones document compilation | AA |
| 7.2 | Finalise Communications Tender | LR/RP/AA |
| 8.1 | Recommendations on youth membership of the Board | AA |
| 8.2 | Communication with IA/AA re Board membership | AA |
| 8.4 | Look at Board's TOR – include sabbatical paragraph. Develop notice for discussion at PDG re new business membership. | AA/JV |