

**Notes from a meeting of the
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)
held 2 November 2022, 8.30-9.25 am via MS Teams**

Members:	Frank Myers MBE (Chair) James Newby Paul Stevens Julian Vaughan	FM JN PS JV	Herefordshire Business Board / Marches LEP President & CEO, NMITE Hereford Business Improvement District Green Dragon Hotel, Hereford
Attendees:	Ivan Annibal Abigail Appleton Christian Dangerfield Joni Hughes	IA AA CD JH	Rose Regeneration (RR) Principal, Hereford College of Arts (and Chair of Herefordshire Stronger Towns Board) Rose Regeneration (RR) Head of Chief Executive's Office, HC
Apologies	Cllr Ellie Chowns	EC	Cabinet Member, Environment and Economy, HC
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Apologies for Absence</p> <p>Apologies are as noted above.</p>	
2.	<p>Notes of Meeting held 19 October</p> <p>The notes of the PDG meeting held on 19 October were agreed as an accurate record.</p>	
3.	<p>Draft Funding Agreement</p> <p>3.1 The latest version of the Funding Agreement had been circulated to PDG members in advance of today's meeting. The Chair invited comments from attendees on this revised version.</p> <p>3.2 Attendees welcomed the latest version, which incorporates many of the PDG's earlier suggested revisions. However, they noted the absence of any stated role within the Funding Agreement for the STF Board.</p> <p>3.3 It was agreed that IA will feedback to council officers a request to include an arbitrator role for the STF Board in the event of any future disputes.</p>	IA
4.	<p>Wyeside Project</p> <p>4.1 IA provided an update on this project which he said was facing a significant funding shortfall due to inflationary pressures.</p> <p>4.2 IA advised that Wyeside Project Leaders wished to engage professional support to redesign the project in line with available budget whilst still meeting original project outcomes. However, IA explained that the project had already allocated its 5% advance funding so would need to draw down monies from the project's main allocation to pay for these additional professional fees.</p> <p>4.3 Members explored the implications of this proposal, particularly the risk of Government clawback if the project is unable to proceed. JH provided advice regarding how any risks associated with this approach could be mitigated.</p>	

	<p>4.4 After further discussion members agreed that the risks associated with this approach would be minimal. Therefore, a recommendation will be made to Board to approve this request.</p> <p>4.5 CD reminded attendees that a meeting is scheduled to take place on 3 November with all four Project Sponsors when the way forward will be further discussed.</p>	
5.	<p>Appointment of Board Members</p> <p>5.1 AA provided an update on progress to recruit additional Youth members to the STF Board. She advised that one candidate had interviewed well and proposed they are invited to this week's Board meeting, following which they could be officially appointed (subject to Board approval). Members agreed to this recommendation.</p> <p>5.2 AA further advised that a second candidate for Youth member was being interviewed next week. Further details to follow.</p> <p>5.3 AA asked for members' approval of a proposal to set up a Task and Finish group to recruit additional Board members from business (in the light of Alan Anderson's resignation from the Board and Ian Christie's and Will Vaughan's sabbaticals/period of absence). All present agreed to the proposal and AA will present her proposal to Friday's Board meeting.</p> <p>5.4 AA further requested members' approval of a paragraph to be included in the STF Board's Terms of Reference to cover future Board members' sabbaticals. The Chair read out the proposed paragraph, which was agreed by all attendees. AA will present this to Friday's Board meeting.</p>	<p>AA</p> <p>AA</p>
6.	<p>Any Other Business</p> <p>6.1 Attendees discussed the Powerhouse project's stated outputs and agreed that these should remain as stated in the Full Business Case.</p> <p>6.2 PS advised that he and colleagues had recently attended the European Bus Exhibition at the NEC. He stated that expected delivery of Hereford's electric buses would be delayed until August/September 2023.</p> <p>6.3 Attendees recognised the importance of effective, accurate and positive communications on Hereford STF and its projects. AA will expedite discussions with the Communications Sub-committee in order to finalise the communications brief for the engagement of professional communications support.</p>	<p>AA</p>
7.	<p>Dates of next meetings</p> <p>Next PDG Meeting – Wednesday 16 November, 8.30 – 9.30 am, then fortnightly thereafter.</p> <p>Next Board Meeting – Friday 4 November, 8.30 – 10.00 am (face-to-face meeting at the Arts College, Hereford) then first Friday of each month.</p>	