

**Notes from a meeting of the  
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)  
held 16 November 2022, 8.30-9.00 am via MS Teams**

<b>Members:</b>	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
<b>Attendees:</b>	Ivan Annibal Christian Dangerfield Joni Hughes	IA CD JH	Rose Regeneration (RR) Rose Regeneration (RR) Head of Chief Executive's Office, HC
<b>Apologies</b>	Abigail Appleton  Cllr Ellie Chowns	AA  EC	Principal, Hereford College of Arts (and Chair of Herefordshire Stronger Towns Board) Cabinet Member, Environment and Economy, HC
<b>Notetaker:</b>	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<b>Apologies for Absence</b>  Apologies are as noted above.	
2.	<b>Notes of Meeting held 2 November</b>  The notes of the PDG meeting held on 2 November were agreed as an accurate record.	
3.	<b>Points of Light Nomination</b>  3.1 The Chair/CD/JB will progress a nomination to the Points of Light volunteer programme.	FM/CD/JB
4.	<b>Funding Agreements</b>  4.1 IA highlighted an issue to do with the wording in the standard text for the Funding Agreements. All agreed with the change proposed by AA via email.  4.2 JH advised that agreement had been reached regarding the payment schedule to projects and revised wording to reflect this would be included in the Funding Agreements.  4.3 JH further advised that individual project Funding Agreement annexes are now being finalised and will be shared with IA before they are sent to project managers early next week (commencing 21 November). JH was asked to prioritise those for Wyeside, Castle Green and the Electric Buses project.  4.4 JH advised of outstanding issues to do with the Digital Cultural Hub/Rural Media project pertaining to the purchase of Packers House. Members asked for the Project Manager be asked to provide an update to PDG.	AA  JH  JH  RR
5.	<b>Any Other Business</b>  5.1 IA advised that he had received an additional guidance document from Government on the relationship between Accountable Bodies and STF Boards, which he will circulate to PDG members.	RR

	<p>5.2 The Chair advised that issues to do with tree felling and the Wyeside Project had still not been fully resolved. Members recognised the potential reputational damage that could result from mismanagement of this aspect of the project, but agreed to await the outcome of the planning application.</p>	
<p>6.</p>	<p><b>Dates of next meetings</b></p> <p><b>Next PDG Meeting</b> – Wednesday 30 November, 8.30 – 9.30 am, then fortnightly thereafter.</p> <p><b>Next Board Meeting</b> – Friday 2 December, 8.30 – 10.00, then first Friday of each month.</p>	