

**Notes from a meeting of the  
STRONGER TOWNS FUND – PROJECT DEVELOPMENT GROUP (PDG)  
held 22 February 2023 from 8.15 – 8.45 am**

<b>Members:</b>	Frank Myers MBE (Chair)	FM	Herefordshire Business Board / Marches LEP
	Abigail Appleton	AA	Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board)
	Cllr David Hitchiner	DH	Leader, Herefordshire Council
	James Newby	JN	President & CEO, NMITE
	Paul Stevens	PS	Hereford Business Improvement District
<b>Attendees:</b>	Ivan Annibal	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
<b>Guest Presenter:</b>	Paddy Nugent	PN	Castle Green Pavilion project sponsor
<b>Notetaker:</b>	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p><b>Presentation of Project Initiation Documents</b></p> <p>1.1 Today is the first in a series of weekly PDG meetings that have been set up for members to receive presentations on Project Initiation Documents. The aim is for members and then the full Board to understand projects' current position and their ongoing plans for project delivery.</p> <p>1.2 The Chair welcomed PN to the meeting.</p> <p>1.3 PN talked through his Project Initiation document. He explained that the project is now at Stage 4 – Contractor Procurement. Following an Invitation to Tender process, facilitated by the local authority, a number of expressions of interest have been received for the construction work. Formal tenders are expected by 1 March with appointment of the successful contractor planned for 13 March.</p> <p>1.4 A number of points and questions were raised by members:</p> <ul style="list-style-type: none"> <li>• Clarification requested regarding available budget and contingency plans that are in place if contractors' prices exceed this. Members were reassured that risk mitigations are in place to cover this eventuality.</li> <li>• A query regarding levels of interest from hospitality businesses. PN advised that informal discussions had been held with several providers with many indicating their potential interest.</li> <li>• The importance of sharing learning from the Castle Green project with other projects, eg via a forthcoming Project Sponsors' meeting. PN indicated that he would be happy to do this.</li> <li>• Clarification regarding governance processes, eg with regard to procurement and expenditure protocols. Members felt that appropriate governance is now in place.</li> <li>• Clarification regarding processes in place if significant changes to the project/specification are needed for any reason. PN advised that he is in regular contact with FM and JH, with whom decisions of this nature could be made.</li> </ul>	
3.	<p><b>Dates of next meetings</b></p> <p><b>Next PDG Meeting</b> – Wednesday 1 March, 8.30 – 9.30 am, remote.  <b>Next Board Meeting</b> – Friday 3 March 2023, 8.30 – 10.00, venue to be confirmed.            April meeting date to be confirmed.            Then first Friday of each month.</p>	