

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held 19 July 2023, 8.30-9.xx am via MS Teams

Members:	Frank Myers (MBE) Abigail Appleton	FM AA	Chair Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board)
	James Newby	JN	President & CEO, NMITE
Attendees:	Ivan Annibal Christian Dangerfield Joni Hughes	IA CD JH	Rose Regeneration (RR) Rose Regeneration (RR) Portfolio Manager, Capital Development, HC
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.</p>	
2.	<p>Notes of last PDG Meeting</p> <p>The notes from the PDG meeting held on 5 July were agreed as an accurate record.</p>	
3.	<p>Project Adjustment Request – Rural Media / Powerhouse Projects</p>	
3.1	IA provided an overview of the Project Adjustment Request (PAR) in respect of the above two projects. He advised that the format of the document had been agreed with DLUHC officers (Alex and Govin) and that the changes are as previously discussed at both PDG and Board meetings in April and May 2023.	
3.2	IA advised that this document has now been emailed to Board members, with a request for feedback by close of play on Friday 21 July. As many responses as possible are being sought, with a minimum virtual quorum of five Board members having been set.	
3.3	IA advised that Board Member Paul Stevens had already indicated his support for the PAR. The Chair, JNe and AA all stated that they are happy to approve the document.	
4.	<p>Hereford College of Arts – Digital Skills Centre – Project Initiation Document</p>	
4.1	AA provided a comprehensive overview of the Digital Skills Centre Project Initiation Document (PID), including planned works, objectives, outputs, budget (including cost adjustments) and timeframes.	
4.2	The Chair thanked AA for the information provided. All attendees approved the PID and this will now go to August Board for final sign-off.	RR

<p>4.</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.2</p> <p>4.2.1</p>	<p>Any Other Business</p> <p>New Councillors' Briefing</p> <p>CD will contact the appropriate Herefordshire Council officer (tba by AA) with a view to scheduling a Councillor briefing in early September. The preferred date is the evening of Wednesday 6 September, venue to be confirmed. All Project Sponsors will also be invited to attend.</p> <p>PDG also to consider a Councillor 'tour' of Stronger Towns venues. Further details to be discussed, dependent on the interest generated at the briefing (4.1.1).</p> <p>Maylord Orchards Risk Assessment</p> <p>The risks associated with the change in relocation of the library from Maylord Orchards to the Shire Hall were discussed, particularly with regard to a possible eventual scenario that the Shire Hall may be unsuitable. It was agreed that AA would raise this with Cllr Biggs.</p> <p>Post meeting note: Cllr Biggs has responded to confirm that the option of Maylord will still be a possible plan B if the Shire Hall concept does not get through full council in October.</p>	
<p>5.</p>	<p>Date of Next Meetings</p> <p>Next PDG Meeting: Wednesday 26 July, 8.30 – 9.30 am via Teams</p> <p>Next Stronger Hereford Board Meeting: Friday 4 August, 8.30 – 10.00 am at Hereford College of Arts, College Road, Hereford Campus (dial in option available).</p>	