

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on 29 November 2023, 8.30-9.30 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 Paul Stevens	JNe PS	President & CEO, NMITE Hereford City BID
Attendees:	Christian Dangerfield Ruth Parry	CD RP	Rose Regeneration (RR) Director Operations & Marketing, Simple Design Works Ltd
Invited Guests:	Sarah Lee Susan White	SL SW	Lead, Culture and Leisure, Herefordshire Council Programme Manager, Herefordshire Council
Apologies: /Absences	Jesse Norman	JNo	MP for Hereford and South Herefordshire
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	Notes of previous meetings Approval of the notes from the PDG meeting held on 22 November will be on the Agenda for the next PDG meeting.	FM/JB
2.	New Declarations of Interest	
2.1	There were no new declarations of interest.	
3.	Library and Learning Centre Project update	
3.1	Following on from last week's PDG, SW/SL have produced a written response to all queries raised. This had been circulated to PDG members in advance of today's meeting and will be circulated to the full Board for information before Friday's Board meeting.	JB
3.2	Attendees asked for clarification on a number of points, as follows.	
3.2.1	With reference to the contingency sum allocated to the project, JNe asked for clarification as to what would happen if this isn't all spent. SW confirmed that it would be utilised to increase the scope of the library/resource centre provision.	
3.2.2	JNe asked whether assurance could be given that later stages of the Shire Hall development would be progressed. SW responded that the current cabinet is committed to this, but she couldn't provide any assurances with regard to any future cabinets' commitment.	
3.2.3	Following on from this, the Chair asked for reassurance that the library would be able to operate on completion of Phase 1 building works, even if later phases did not progress. SW/SL confirmed that this is the case.	
3.2.4	The Chair asked for further clarification as to what would happen to any unspent contingency monies should there be any remaining after Stronger Towns has come to an end. SW said that this would not happen as the position would continue to be assessed	

	at each stage of the project, with the involvement of the Stronger Towns Board. The Chair said he was reassured by this partnership approach and recommended that a notional timetable is developed to identify these milestones.	RR/SW/SL
3.2.5	CD asked for clarification with regard to the fixtures and fittings budget. SW/SL agreed to provide further detail on this to him/PDG.	SW/SL
3.2.6	Following a comment from PS, SW/SL were asked to check the accuracy of answers provided regarding Maylord Orchards footfall. The Chair will email Mike Truelove (Hereford BID) and ask him to liaise with SW/SL on this matter.	FM
3.2.7	RP asked for further information regarding the development of a café at Shire Hall. SW advised that this was not part of the Phase 1 development plans.	
3.2.8	CD asked how confident the project team are in being able to secure a suitable contractor. SW replied that they had already had some informal expressions of interest and felt confident that they would have a good level of interest.	
3.2.9	CD asked for comment on repayment of abortive costs associated with works already undertaken at the Maylord Orchards site. SW said that this would depend on the Stronger Town's Board's position, but that the monies could be paid back by Herefordshire Council, if required. The Chair stressed that there is some urgency in the Board making this decision. RR to produce a report on how these monies can be used.	RR
3.2.10	CD asked whether the budget allocated to Project Management is in respect of internal Herefordshire Council officers. SW confirmed that this was the case but would be paid for from the matched funding element of the project.	
3.2.11	AA asked whether the temporary library will remain at Friar street whilst work on Shire Hall is undertaken. SL said that a number of options were being explored and further details would be provided to PDG/Board when available.	
3.2.12	AA suggested that Board involvement is needed regarding the further capital phases of the Shire Hall development. In particular how we can work with others to secure future funding to support the refurbishment of the building.	
4.	Any Other Business	
4.1	PS thanked everyone who attended the recent launch of the new Zipper buses. He said initial response to the new buses had been very positive. He accepted that further work is needed to ensure the population are aware of the new service.	
5.	Date of Next Meeting Next PDG Meeting: Wednesday 6 December 2023, 8.30 – 9.30 am. Next Stronger Hereford Board Meeting: Friday 1 December, 8.30 – 10.00 am (hybrid meeting)	