

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on 6 December 2023 from 8.30 – 9.00 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)
	Paul Stevens	PS	Hereford City BID
Attendees:	Ivan Annibal Christian Dangerfield Joni Hughes	IA CD JH	Rose Regeneration (RR) Rose Regeneration (RR) Portfolio Manager, Capital Development, HC
Invited Guests:	Steve Kerry	SK	Hereford City Council
Apologies: /Absences	James Newby	JNe	President & CEO, NMITE
Notetaker:	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Notes of previous meetings</p> <p>The notes of the PDG meetings held on 22 and 29 November were approved as a correct record</p>	
2.	<p>New Declarations of Interest</p> <p>2.1 There were no new declarations of interest.</p>	
3.	<p>Electric Buses Project Update</p> <p>3.1 SK referred to a document previously circulated to PDG members, which provides an update on the electric buses project including financials (revenue and capital elements).</p> <p>3.2 SK advised that the cost to insure the buses was much higher than anticipated. In order to resolve this issue, he asked PDG if these costs could be capitalised. He explained that funds are available in the capital budget to meet these additional costs as it had not been necessary to spend on a separate depot for the buses (as originally planned).</p> <p>3.3 SK said that if any capital funds are remaining after all other elements of the project are completed, the project leads would like to invest these in solar panels for the buses. The indicative cost for these is £40-50K. The Chair said discussions are ongoing with regard to how unspent project monies are reinvested.</p> <p>3.4 SK advised of a short extension to the contract period from the end of March 2026 to the end of May 2026. This was to take into account the slightly later than planned launch of the buses.</p> <p>3.5 The Chair/CD/AA commented that these seemed reasonable adjustment requests. Following advice from IA, they are considered to be operational changes that do not need Board approval, although Board are to be kept informed.</p>	

<p>3.6</p> <p>3.6</p> <p>3.7</p>	<p>It was agreed that the PDG's Terms of Reference should be reviewed to reflect PDG's evolving responsibilities for this delivery stage of the Stronger Towns Fund.</p> <p>JH will check if it is permissible to capitalise insurance costs as requested by SK. An opinion on this request will be requested from the Section 151 Officer (Andrew Lovegrove).</p> <p>The Chair asked for clarification on what would happen if the capitalisation request was not possible. SK said that the project leads would have to consider other options regarding revenue, however it was difficult to see how the costs could be managed without capitalisation. He added that high vehicle insurance costs are an issue being faced by many other similar organisations.</p>	<p>RR</p> <p>JH/AL</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Any Other Business</p> <p>CD advised that the breakdown of library costs requested at a previous PDG had now been received and was very clear.</p> <p>PDG noted ongoing discussions regarding the Southside project leasing arrangements and grant funding.</p>	
<p>5.</p>	<p>Date of Next Meeting</p> <p>Next PDG Meeting: TBC</p> <p>Next Stronger Hereford Board Meeting: Friday 5 January, 8.30 – 10.00 am (hybrid meeting)</p>	