

**Hereford Stronger Towns Board Meeting
Friday 1 December 2023 (8.30 am – 10.00 am),
held at Hereford College of Arts and via Zoom
Notes and Action Points**

Chair:	Abigail Appleton	AA	Principal, Hereford College of Arts
Board Present:	Graham Biggs	GB	Councillor, Herefordshire Council
	Judith Faux	JF	Trustee, HVOSS
	Cat Hornsey	CH	Councillor, Hereford City
	Frank Myers	FM	Herefordshire Business Board/Marches LEP
	James Newby	JNe	Chief Officer, NMITE
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Lauren Rogers	LR	Rural Media Company
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Alex Collins	AC	DLUHC
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Elizabeth Parbutt	EP	Orphan's
	Paul Walker	PW	Chief Executive, Herefordshire Council
	Susan White	SW	Programme Manager, Herefordshire Council (Item 7 only)
Apologies/Absent:	Ivan Annibal	IA	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Grace Joiner	GJ	Youth Board Member
	Jesse Norman	JNo	MP for Hereford and South Herefordshire
Notes:	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
5.1.2	Provide list of scheduled PDG meetings and projects to Board	RR
6.1.1	Review letter from Football Foundation regarding Southside building dimensions.	RR
6.1.5	Written update on the Powerhouse project for the new year	RR
7.3	Compile full update report on Library/Resource Centre project	RR/SW
7.4	Board statement to be agreed and submitted in advance of Cabinet meeting	RR/AA
8.1	Circulate Communications report to Board	JB
9.1	Submit latest report to Government officers	RR

Item	Notes	Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	
2.	Declarations of Interest	
2.1	LR advised that she will be working on programming and fund raising for the Digital Culture Hub.	

<p>3. 3.1</p>	<p>Minutes of the STF Board Meeting held on 3 November 2023</p> <p>The Minutes of the Meeting held on Friday 3 November were approved as an accurate record.</p>																						
<p>4. 4.1</p>	<p>Matters Arising</p> <p>Please see updated actions table below.</p> <table border="1" data-bbox="376 472 1203 969"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>5.2</td> <td>Written confirmation from DLUHC on expenditure/commitment deadlines.</td> <td>Confirmed as 30.3.2026</td> </tr> <tr> <td>6.2</td> <td>Obtain progress update re premises purchase from DCH.</td> <td>Purchase completed at 15.11.23</td> </tr> <tr> <td>6.4.8</td> <td>Library and Resource Centre Project: Exchange of letters between Board and PW to confirm decision making regime.</td> <td>Exchange of letters 7.11.23</td> </tr> <tr> <td>6.4.9</td> <td>Library and Resource Centre Project: Provide feedback on consultation process to PS.</td> <td>Discussed at PDG 22 and 29.11.23</td> </tr> <tr> <td>6.5.3</td> <td>Museum: Provide detailed breakdown on expenditure to date</td> <td>In progress</td> </tr> <tr> <td>7.1</td> <td>Circulate communications update to Board</td> <td>Completed</td> </tr> </tbody> </table>	Item	Notes	Action	5.2	Written confirmation from DLUHC on expenditure/commitment deadlines.	Confirmed as 30.3.2026	6.2	Obtain progress update re premises purchase from DCH.	Purchase completed at 15.11.23	6.4.8	Library and Resource Centre Project: Exchange of letters between Board and PW to confirm decision making regime.	Exchange of letters 7.11.23	6.4.9	Library and Resource Centre Project: Provide feedback on consultation process to PS.	Discussed at PDG 22 and 29.11.23	6.5.3	Museum: Provide detailed breakdown on expenditure to date	In progress	7.1	Circulate communications update to Board	Completed	
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<p>5. 5.1 5.1.1 5.1.2</p>	<p>NB: Board Papers can be viewed via this link.</p> <p>Progress Update</p> <p>The Chair referred attendees to the information provided in today's Board papers, particularly updates on PIDs (Project Initiation Documents), Matched Funding, Programme Management Budget and the Risk Register. In response to a query from PS, the Chair confirmed that the Greening the City Project leads would be presenting to PDG in January.</p> <p>The Chair asked RR to provide an updated list of scheduled PDG meetings and projects to Board members.</p>	<p>RR</p>																					
<p>6. 6.1 6.1.1 6.1.2 6.1.3</p>	<p>NB: Board Papers can be viewed via this link</p> <p>Current Programme Review</p> <p>CD provided a brief overview of items to note on the projects as follows. Full details are contained within the Board papers.</p> <p>Southside: Leases are now due to be signed. However, the Football Foundation has written to the project leads to say that the size of the building does not meet their criteria. CD will obtain a copy of the letter for urgent review by Board members.</p> <p>Electric buses: CH confirmed that the electric buses were launched last week and had generally been well received. She advised that user data is being collated and will be reviewed in three months' time.</p> <p>Encore: JF advised that negotiations on premises were ongoing and looked very positive.</p>	<p>RR</p>																					

<p>6.1.4</p> <p>6.1.5</p> <p>6.1.6</p> <p>6.2</p>	<p>Digital Skills Hub: The Chair advised of a possible five week delay in delivery of the project. However, plans are on track for two new programmes to commence from September 2024.</p> <p>Powerhouse: Board requested a written update on this project in the new year.</p> <p>Meadow Arts: The third installation is expected in the spring, after which Board indicated that they would like an evaluation of the project to be presented to PDG/Board.</p> <p>After the project is complete, the Chair said the space could be utilised for HCA students' work or potentially for renowned artists', subject to funding being secured. The Chair said that a discussion on future strategy for the space would be advisable after the evaluation report is received.</p> <p>The Chair indicated that future reporting would include a greater focus on impact and outcomes as projects enter the delivery phase.</p>	<p>RR</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Library Project SW joined the meeting for this discussion</p> <p>The Chair invited the Chair of PDG (FM) to reflect on the recent PDG discussions on the Library/Resource Centre project (attended by SW and colleagues).</p> <p>A number of key issues had been identified at PDG and/or were raised at today's Board meeting:</p> <ul style="list-style-type: none"> • The need for reassurance that the Shire Hall proposal would match or exceed the original vision. • Concerns regarding the large contingency budget allocated to the project. PDG wanted assurances that decisions on how unspent contingencies are allocated should be taken in conjunction with the STF Board. They said there needs to be a process in place to do this. • Issues to do with the consultation process, particularly regarding the City Council's involvement in these. • Clarification on certain budget figures. • Reassurance that the library users' experience would not be adversely affected if later phases of the Shire Hall redevelopment did not proceed. • Further clarity around the scope and process regarding abortive costs already spent on the Maylord Orchards project and associated process. • Further information requested on outline costs for later phases of the Shire Hall refurbishment programme. • Clarity regarding access to the building. • Comments on the need to understand the ultimate vision for the building and how it connects and resonates with public need. • Expressions of support were received from a number of Board members for the ambition of the new vision. <p>The Chair acknowledged that all Board members need to be kept fully informed of ongoing discussions regarding the Library/Resource Centre project. RR/SW were therefore requested to compile a full</p>	<p>RR/SW</p>

<p>7.4</p>	<p>update for Board members including key questions raised and information supplied to date, plus any other relevant information.</p> <p>GB/PW said that an indication of the Board's position in advance of the Cabinet meeting next week (8 December) would be welcomed. The Chair acknowledged this. The above paper (7.3) will therefore be circulated to Board members for comment as soon as possible with the aim of providing a statement on the Board's position before the Cabinet meeting on the 8th.</p>	<p>RR/AA</p>
<p>7.5</p>	<p>The Chair added that, subject to Board support, if the Cabinet agrees to investment in the Shire Hall project (Phase 1) at its meeting next week, a formal PAR (Project Adjustment Request) will be submitted to Government officers in January.</p>	
<p>8.</p>	<p>Communications Update</p>	
<p>8.1</p>	<p>EP provided a brief overview of progress to date. Her full report will be circulated to members after today's meeting.</p>	<p>JB</p>
<p>9.</p>	<p>Any Other Business</p>	
<p>9.1</p>	<p>The Chair drew attendees' attention to the latest programme report spreadsheet that had been compiled by RR and agreed by AL. This had been circulated to Board members in advance of today's meeting. There being no objections or comments, the Chair will sign this on behalf of the Board. RR to submit to Government officers.</p>	<p>RR</p>
<p>10.</p>	<p>Date and Time of Next Meeting</p> <p>Stronger Towns Fund Board: Friday 5th January 2024 at 8.30 – 10.00 am at Hereford College of Arts and online.</p>	