

STRONGER HEREFORD

Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on 31 January 2024 from 8.30 – 9.00 am via MS Teams

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

| ITEM | NOTES | ACTION |
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| 1. | <p>Notes of previous meetings</p> <p>The notes of the PDG meeting held on 10 January 2024 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>Powerhouse Project</p> <p>3.1 The Chair referred to the draft Funding Agreement for the Powerhouse Project. He drew attendees' attention to several examples of wording that needed to be changed to more accurately reflect the STF Board's role and responsibilities. He said that there are also inconsistencies in some of the words used that need correcting.</p> <p>3.2 Members agreed with the points made. JH didn't envisage any problems with these requested changes and the Chair agreed to email JH with his requests, copied to PDG members.</p> <p>3.3 JH requested that IA/CD check carefully the contents of the Annexe to the Funding Agreement to ensure everything is correct and as required.</p> <p>3.4 JH advised PDG that she is awaiting feedback from the Powerhouse Project Managers on the Funding Agreement. Once this is received, she will amend the Funding Agreement to reflect the PDG's and Project Managers' comments. PDG will then review the revised document and (assuming all is in order) recommend it to the Board for approval. They felt that this could be done via e-mail to Board members in order to expedite the process.</p> <p>3.5 CD will invite the Project Managers to attend a forthcoming meeting of PDG as soon as this can be diarised.</p> | <p>FM</p> <p>RR</p> <p>JH</p> <p>CD</p> |
| 4. | <p>Southside Project</p> <p>Note: For this discussion, CD was asked to leave the meeting</p> | |

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| 4.1 | AA provided an update on the procurement process in relation to providing additional project support for the Southside Project. | |
| 4.2 | AA advised that tenders for this work had now been received and were being scored. JH and AA will be scoring the tenders independently. These will then be reviewed by FM before the contract is awarded. | AA/JH/FM |
| 5. | <p>Any Other Business</p> <p>None</p> | |
| 6. | <p>Date of Next Meeting</p> <p>Next PDG Meeting: TBC</p> <p>Next Stronger Hereford Board Meeting: Friday 2 February, 8.30 – 10.00 am (hybrid meeting – via Zoom and at Hereford College of Arts).</p> | |