

**Hereford Stronger Towns Board Meeting  
Thursday 11th July 2024 (8.30 am – 10.00 am),  
held at Hereford College of Arts and via Zoom  
Notes and Action Points**

<b>Chair:</b>	<b>Abigail Appleton</b>	AA	Principal, Hereford College of Arts
<b>Board Present:</b>	<b>Judith Faux</b>	JFa	Trustee, HVOSS
	<b>Jago Frost</b>	JFr	Youth Board Member
	<b>Frank Myers</b>	FM	Herefordshire Business Board
	<b>Jesse Norman</b>	JNo	MP for Hereford City & South Herefordshire
	<b>Ruth Parry</b>	RP	Director Operations & Marketing, Simple Design Works Ltd
	<b>Ben Proctor</b>	BP	Councillor, Hereford City
	<b>Paul Stevens</b>	PS	Hereford Business Improvement District
<b>Other Attendees:</b>	<b>Ivan Annibal</b>	IA	Rose Regeneration (RR)
	<b>Alex Collins</b>	AC	Dept for Local Govt & Communities
	<b>Christian Dangerfield</b>	CD	Rose Regeneration (RR)
	<b>Joni Hughes</b>	JH	Portfolio Manager, Capital Development, HC
<b>Guests:</b>	<b>Hilary Hall</b>	HH	Herefordshire Council, Library project
	<b>Sarah Lee</b>	SL	Herefordshire Council, Library project
	<b>David Jones (Item 5 only)</b>	DJ	Herefordshire Council, Library project
<b>Apologies/Absent:</b>	<b>James Newby</b>	JNe	Chief Officer, NMITE
	<b>Lauren Rogers</b>	LR	Rural Media Company
	<b>Paul Walker</b>	PW	Chief Executive, Herefordshire Council
<b>Notes</b>	<b>Jan Bailey</b>	JB	Herefordshire Business Board

**Summary of Actions**

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>5.5</b>	Schedule of library project engagement activities to be shared with Board.	<b>SL</b>
<b>5.9</b>	Library Project - revised cost plan to be prepared in time for the next Board meeting	<b>Library Project Team</b>
<b>6.3</b>	Check to see if there are any planning/change of use issues to do with proposed new Encore location.	<b>RR</b>
<b>6.6.5</b>	Natural England objections (Wyeside) to be circulated to Board members	<b>RR</b>
<b>8.2</b>	Development of comms proposal for consideration at September Board meeting	<b>AA/Comms Sub-Group.</b>
<b>9.1</b>	Secretariat decision to be communicated to Board members	<b>AA</b>
<b>10.1</b>	Circulate DLUHC response letter to Board members	<b>AA</b>
<b>10.2</b>	Update on Greening of the City project	<b>JH/RR</b>
<b>10.3</b>	Schedule Museum consultation after next Board meeting.	<b>AA/RR</b>

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies</b>	
<b>1.1</b>	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	

1.2	The Chair congratulated JN on his re-election as MP for Hereford City and South.																									
1.3	The Chair advised that Andrew Lovegrove had recently retired from his post as Section 151 Officer at the council. Rachael Hart has been appointed to the post and will attend future STF Board meetings. The Chair and FM will be meeting Rachel shortly to brief her on Hereford Stronger Towns.																									
<b>2.</b>	<b>Declarations of Interest</b>																									
2.1	There were no new Declarations of Interest. FM asked Board to note that his wife was appointed as River Champion by the last government.																									
<b>3.</b>	<b>Minutes of the STF Board Meeting held on 7 June 2024</b>																									
3.1	The Minutes of the Meeting held on Friday 7 June were approved as a correct record apart from minor adjustments to BP's title in the list of attendees.																									
<b>4.</b>	<b>Matters Arising</b>																									
4.1	See updates below:																									
	<table border="1"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>5.3</td> <td>RR to write short explanatory note on the meaning of 'Subsidy Control Challenges' on the Risk Register.</td> <td>RR</td> <td>In train</td> </tr> <tr> <td>7.3</td> <td>Invite Encore Project lead to provide an update to Board.</td> <td>RR</td> <td>Written update scheduled</td> </tr> <tr> <td>8.5</td> <td>Set up fortnightly 'touch base' meeting with Wye Side project leads</td> <td>RR</td> <td>Scheduled</td> </tr> <tr> <td>8.6</td> <td>Additional process to be put in place for approval of all future Wyeside invoices</td> <td>JH</td> <td>Agreed</td> </tr> <tr> <td>9.2</td> <td>Programme Management tender document to be revised and circulated to Board for revision/approval.</td> <td>JH/ Board</td> <td>In progress</td> </tr> </tbody> </table>	Item	Notes	Action	Update	5.3	RR to write short explanatory note on the meaning of 'Subsidy Control Challenges' on the Risk Register.	RR	In train	7.3	Invite Encore Project lead to provide an update to Board.	RR	Written update scheduled	8.5	Set up fortnightly 'touch base' meeting with Wye Side project leads	RR	Scheduled	8.6	Additional process to be put in place for approval of all future Wyeside invoices	JH	Agreed	9.2	Programme Management tender document to be revised and circulated to Board for revision/approval.	JH/ Board	In progress	
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<b>5.</b>	<b>Library Project (Shirehall)</b>																									
5.1	SL presented an update on progress with renovations at Shire Hall.																									
5.2	JF asked for further details on how the project team planned to undertake youth consultation. SL confirmed that they had a plan in place, including engagement with all Hereford colleges and working with the Rural Media Company.																									
5.3	RP asked whether the temporary library would remain at Friar Street for the duration of the building works at Shire Hall. SL advised that the temporary library would be moving location shortly.																									
5.4	JNo asked for further information on the role being undertaken by a design company recently appointed by the project team (Creative																									

<p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p>	<p>Core). SL advised that they would be focusing on visitor experience design but would be working alongside the architectural designers, including weekly meetings.</p> <p>SL will share the schedule of engagement activities with Board members.</p> <p>FM congratulated the project team for progress to date. He said it was important that comms are utilised to publicise the progress being made on the project.</p> <p>BP asked to what extent plans could be changed as a result of any consultation process. SL reassured BP that the point of the consultation process is to shape what they do and to understand key stakeholders' needs.</p> <p>BP provided feedback from Youth Council that found young people don't see the Shire Hall as a very inviting building for them. He asked the project leads what could be done to make it more inviting to this cohort. SL said that Creative Core were experts in this field and would be building recommendations into their design.</p> <p>CD said that it would be helpful to revisit the project's cost plan, including contingencies. SL agreed and said she and the project team would work on this with a view to presenting a revised cost plan in time for the next Board meeting.</p> <p>IA commented that once Programme secretariat arrangements are confirmed it would be useful to conduct a review of all 15 projects to understand the overall position with regard to contingency budgets.</p> <p>IA reminded the Library project team that monies from STF need to be committed by the end of March 2026 and that there is no flexibility on this timing.</p>	<p><b>SL</b></p> <p><b>Library Project Team</b></p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Current Programme Review</b> <b>(NB: Board Papers <a href="#">can be viewed via this link</a>)</b></p> <p><b>Programme Management Budget (pgs 11-12):</b> IA reminded Board that a decision is pending on secretariat arrangements post June 2024. The remaining Programme Management budget will then be in the region of £20K.</p> <p><b>Programme Risk Register (pgs 13-17):</b> IA drew Board's attention to changes in the Risk Register since the last meeting, highlighted in red.</p> <p>With reference to item 6. in the Risk Register, FM asked if there are any issues to do with planning/change of use of the building proposed by Encore for its new premises. IA said that he was not aware of any but would check and report back.</p> <p><b>Project Milestones (pg 18):</b> IA drew Board's attention to changes since the last meeting, highlighted in red.</p> <p><b>RAG Status (pg 19):</b> IA drew Board's attention to changes since the last meeting, highlighted in red, relating to the Southside, Library, Museum and Wyaside projects.</p>	<p><b>RR</b></p>

<p><b>6.6</b></p>	<p><b>Individual Projects Progress (pgs 20-34):</b> IA referred to the overview information for each project. In addition:</p> <p><b>6.6.1 Castle Green Pavilion:</b> Progressing to schedule and on budget, hoping to open in the autumn. FM added that the project leads are hoping to use the locations as a site for future festivals.</p> <p><b>6.6.2 Digital Cultural Hub:</b> IA highlighted a risk to do with the financial arrangements for this project, which may need further discussion at PDG.</p> <p><b>6.6.3 Zipper buses:</b> PS confirmed that the Zipper buses route has now been registered. FM referred PS to an article in last week's Hereford Times from a reader suggesting some improvements.</p> <p><b>6.6.4 NMITE Skills Hub:</b> IA confirmed there are no major concerns with this project and completion date is projected as September 2025. JNo advised that additional funding has been secured for the university as a result of investment made by the Stronger Towns Fund. He suggested a briefing from JNe on his vision for spending this additional money alongside that invested by STF would be useful.</p> <p><b>6.6.4 Southside Project:</b> IA confirmed that good progress is being made and that RR are meeting regularly with the project leads. PW's help has been requested regarding a potential two-month planning delay. There remains a significant funding shortfall for all work to be completed, as previously discussed.</p> <p><b>6.6.5 Wyeside Project:</b> IA advised of new objections raised by Natural England, which could lead to a significant delay. The details will be circulated to Board members. The Chair and FM advised they had recently met the project lead to gain greater clarity on some issues. A question was raised around the extent of the Left Bank's continued involvement.</p>	<p>RR</p>
<p><b>7.</b></p> <p><b>7.1</b></p>	<p><b>Budget Profile</b></p> <p>IA referred to the information provided on pages 35 and 36 of the Board report. He thanked JH and her team for their management of the budget.</p>	
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b>Communications Update</b></p> <p>A report from Orphan's was circulated to Board members prior to today's meeting. It <a href="#">can be viewed here</a>.</p> <p>The Chair reminded Board that Orphans contract had expired at the end of June 2024. Board agreed to the Chair's proposal that the Communications sub-group meet in the next few weeks to develop a proposal/plan for future comms support. This to be considered at the next Board meeting (September).</p> <p>In the meantime, the Chair advised that RP had agreed to manage 'social listening'.</p>	<p><b>AA/Comms Sub-group</b></p>
<p><b>9.</b></p> <p><b>9.1</b></p>	<p><b>Secretariat Renewal</b></p>	<p><b>AA</b></p>

	The Chair advised that a decision on secretariat renewal was expected very soon and would be communicated to Board members.	
<b>10.</b>	<b>Any Other Business</b>	
<b>10.1</b>	The Chair referred to the letter sent by Board shortly before the election was called to the then DLUHC. She advised that she had received a brief response, which will be circulated to Board. JNo provided a brief update on developments since the election and said that additional monies could not be assumed. AC added that he was awaiting further information on how the new team wished to proceed with Stronger Towns. He will update the Board as soon as any details are known. In the meantime, he said that he uses every possible opportunity to share details of the Hereford scheme.	<b>AA</b>
<b>10.2</b>	PS requested an update on the Greening the City project. IA said he would ensure the Board is updated. PS noted that part of the Greening the City scheme falls within the North Herefordshire constituency of newly elected MP Ellie Chowns.	<b>IA/JH</b>
<b>10.3</b>	The Chair said that she had been approached by the Museum's curatorial team to request a consultation with the Board. She suggested that this could take place immediately following the next Board meeting.	<b>AA/RR</b>
<b>11.</b>	<b>Date of Next Meeting</b>  August meeting cancelled.  Next meeting: Friday 6 September, 8.30 – 10.00 am (with extension for Museum Consultation). Hereford College of Arts, College Road campus plus online via Zoom.	