

**Hereford Stronger Towns Board Meeting
Friday 1st November 2024 (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:	Judith Faux	JFa	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Frank Myers	FM	Herefordshire Business Board
	Ben Proctor	BP	Councillor, Hereford City
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Hillary Hall	HH	Herefordshire Council (attending for PW)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Rachael Sanders	RS	Section 151 Officer, Herefordshire Council
Apologies/ Absences	Alex Collins	AC	Department of Housing, Communities and Local Government
	Graham Biggs	GB	Councillor, Herefordshire Council
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford City & South Herefordshire
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Paul Walker	PW	Chief Executive, Herefordshire Council
Guest Speaker:	Cliff Woollard	CW	Encore Project
Notes	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
5.3	Board to review circulated Gifts Register and advise RR if any changes required.	All
7.5	Follow up with correspondent regarding future of the Wyeseide project	AA/FM
7.6	Confirm value of crane purchased by Wyeseide Project and responsibility for the asset	JH
7.8	PAR to be drafted to propose reallocation of funding.	RR
7.9	Write to Steve Taylor re Wyeseide achievements to date.	AA

Item	Notes	Action
1.	Welcome and Apologies / Introductions	
1.1	The Chair welcomed everyone to the meeting. Apologies are as noted above.	
2.	Presentation by Cliff Woollard, Project Lead, Encore	
2.1	CW presented an update on the current situation with the Encore project.	

<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p>	<p>CW gave an overview of the project's current financial situation, including funding generated so far and options for the next phase of the project. He said the project's preferred option would need additional investment from STF but would provide many more positive outcomes than originally planned.</p> <p>PS requested clarification on two points:</p> <p>2.3.1 The plans for the war memorial currently sited at the church. CW confirmed that there were no plans to move this and that the memorial would continue to be maintained as previously.</p> <p>2.3.2 Plans to reinstate railings around the perimeter. CW said that this topic was still under discussion as part of a later phase of the project, but other options (including hedging) were being considered.</p> <p>Following a query from BP, CW explained how he envisaged the new facility to be used. He said the emphasis will be on community activities, including schools' activities, singing groups for wellbeing and pre-school music clubs, amongst many others.</p> <p>The Chair asked when roof repairs would be needed. CW said surveyors had suggested 10-15 years' time.</p> <p>The Chair asked if Encore Board members were in favour of the investment proposals put forward by CW. CW confirmed that they were fully committed and supportive.</p> <p>The Chair thanked CW for attending today's Board. She said the Board would consider the project's request in due course and feedback to him as soon as any decision is made. CW then left the meeting.</p>									
<p>3.</p> <p>3.1</p>	<p>Declarations of Interest</p> <p>There were no new Declarations of Interest.</p>									
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of the STF Board Meeting held on Friday 4 October and Extraordinary Board Meeting held on Friday 18 October</p> <p>The Minutes of the Meeting held on Friday 4 October and the Extraordinary Meeting held on Friday 18 October were approved as a correct record.</p> <p>The notes of the PDG meeting held on Wednesday 2 October were also noted.</p>									
<p>5.</p> <p>5.1</p>	<p>Matters Arising</p> <p>Board meeting – 4 October</p> <table border="1" data-bbox="368 1877 1174 2029"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>4.2</td> <td>Invite Greening the City project leads to attend November Board meeting.</td> <td>RR</td> <td>Changed to facilitate Encore update</td> </tr> </tbody> </table>	Item	Notes	Action	Update	4.2	Invite Greening the City project leads to attend November Board meeting.	RR	Changed to facilitate Encore update	
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	6.1	Review financial reporting level of detail provided to Board	RR/AA	In progress	
	6.2	Discussion and decisions regarding minor budget variations	RR	In progress	
	7.2	Take action to ensure adherence to Towns Fund Compliance requirements.	RR/JB	Being implemented	
	8.1	Organise PDG meeting to discuss future comms requirements and risks	RR/AA	In progress	
	9.1	Send meeting invitations for 2025 to Board members	RR	Actioned	
5.2	Extraordinary Board meeting – 18 October				
	All actions undertaken apart from 3.4.3 - RR to develop PAR to progress additional funding for the Castle Green Project, which is under way – see also discussions below.				
5.3	IA asked Board members to review a proposed gifts register, circulated to them prior to today's meeting. He asked for any comments on this form, following which a final version will be circulated to Board for approval.				All/RR
6.	Current Programme Review				
6.1	IA referred to the latest Board report, which had been circulated to attendees in advance of today's meeting. This can be viewed here .				
7.	Budget Revisions				
7.1	IA referred to pages 35 and 36 of the Board report, where decisions made at the Extraordinary Board meeting held on 18 October are highlighted plus updates that include the refusal of planning permission for installation of a crane and ramp at the Wyeside Project.				
7.2	On the basis of these issues, RR are proposing a reallocation of funding as outlined in the report, subject to Project Adjustment Request (PAR) to Government (where required) and Board approval.				
7.3	IA advised that initial discussions with Government officials had been positive and had indicated that a PAR would be needed to reallocate funds as planned. This must demonstrate that any redistribution of funds was good value for money. IA said he was confident in being able to show this as both Encore and Castle Green have good cost/benefit ratios.				
7.4	In response to queries from Board members, IA said that Steve Taylor (the Wyeside Project lead) did not want to appeal the planning decision. There were some small works that he wanted to complete but then planned to close up the project and associated Community Interest Company.				

7.5	The Chair referred to correspondence received from another member of the project team who was interested in exploring alternatives for the project. The Chair will follow up with this correspondent, supported by FM.	AA/FM
7.6	FM asked for the value of the crane, which has already been purchased by the project. JH said she would find out but confirmed that current budget figures do not include any assumed income from the crane. FM said it was important to understand who has responsibility for the disposal of this asset.	JH
7.7	The Chair asked whether the Government Department would have any concerns regarding the early closure of this project. IA advised that the outcomes associated with Wyeside were improved access and refreshed facilities on the land. He said that he had already discussed this with AC and was confident that the project could demonstrate the achievement of these outcomes with the work already completed.	
7.8	The Board agreed unanimously to support in principle the reallocation of funding proposed. RR to draft a PAR to go to Government Office to propose these changes.	RR
7.9	The Chair will write to Steve Taylor on behalf of the Board to thank him for his efforts and achievements.	AA
8.	Any Other Business None	
9.	Date of Next Meeting Friday 6 December - 8.30 – 10.00am Hybrid: Online or face to face at Hereford College of Arts, College Road campus	