

**Hereford Stronger Towns Board Meeting  
Friday 6<sup>TH</sup> September 2024 (8.30 am – 10.15 am),  
held at Hereford College of Arts and via Zoom  
Notes and Action Points**

<b>Chair:</b>	<b>Abigail Appleton</b>	<b>AA</b>	Principal, Hereford College of Arts
<b>Board Present:</b>	<b>Judith Faux</b>	<b>JFa</b>	Trustee, HVOSS
	<b>Jago Frost</b>	<b>JFr</b>	Youth Board Member
	<b>Frank Myers</b>	<b>FM</b>	Herefordshire Business Board
	<b>James Newby</b>	<b>JNe</b>	Chief Officer, NMITE
	<b>Ruth Parry</b>	<b>RP</b>	Director Operations & Marketing, Simple Design Works Ltd
	<b>Ben Proctor</b>	<b>BP</b>	Councillor, Hereford City
	<b>Paul Stevens</b>	<b>PS</b>	Hereford Business Improvement District
<b>Other Attendees:</b>	<b>Ivan Annibal</b>	<b>IA</b>	Rose Regeneration (RR)
	<b>Christian Dangerfield</b>	<b>CD</b>	Rose Regeneration (RR)
	<b>Joni Hughes</b>	<b>JH</b>	Portfolio Manager, Capital Development, HC
	<b>Rachel Slanders</b>	<b>RS</b>	Section 151 Officer, Herefordshire Council
<b>Guests:</b>	<b>Emmalee Beddoes</b>	<b>EB</b>	Curator, Museum & Arts Gallery Project
	<b>Damian Etheraads</b>	<b>DE</b>	Herefordshire Council, Museum & Arts Gallery Project
<b>Apologies/Absent:</b>	<b>Alex Collins</b>	<b>AC</b>	Dept for Housing, Communities & Local Govt
	<b>Jesse Norman</b>	<b>JNo</b>	MP for Hereford City & South Herefordshire ( <i>attending online – poor quality connection</i> )
	<b>Lauren Rogers</b>	<b>LR</b>	Rural Media Company
	<b>Paul Walker</b>	<b>PW</b>	Chief Executive, Herefordshire Council
<b>Notes</b>	<b>Jan Bailey</b>	<b>JB</b>	Herefordshire Business Board

**Summary of Actions**

Item	Notes	Action
<b>4.3</b>	Comms plan to be developed for discussion at PDG/Board.	<b>AA</b>
<b>4.4</b>	Circulate Orphans final outcomes report.	<b>RR</b>
<b>4.5</b>	Draft letter to DHCLG regarding dispersal of unspent Towns Fund monies.	<b>AA/RR</b>
<b>4.6</b>	Check status of railway line within Greening the City project.	<b>RR</b>
<b>5.5.2</b>	Discussions with Digital Culture Hub re mortgage arrangements and updates to Board.	<b>RR/JH</b>
<b>5.5.15</b>	Invite Wyeside Project lead to PDG and report back to Board.	<b>RR</b>
<b>6.2</b>	Review financial reporting level of detail provided to Board members.	<b>RS</b>
<b>7.2</b>	Develop schedule of future Board meeting dates	<b>RR</b>
<b>8.1</b>	Review DHCLG's reporting requirements to ensure compliance	<b>AA/RR</b>

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

1.2	The Chair welcomed RS to the meeting. Rachel is representing the Accountable Body (Herefordshire Council) and replaces Andrew Lovegrove, who has recently retired.			
2.	<b>Declarations of Interest</b>			
2.1	There were no new Declarations of Interest.			
3.	<b>Minutes of the STF Board Meeting held on 11 July 2024</b>			
3.1	The Minutes of the Meeting held on Thursday 11 July were approved as a correct record.			
4.	<b>Matters Arising</b>			
4.1	See updates below:			
	<b>Item</b>	<b>Notes</b>	<b>Action</b>	<b>Update</b>
	5.5	Schedule of library project engagement activities to be shared with Board.	SL	O/S
	5.9	Library Project - revised cost plan to be prepared in time for the next Board meeting	Library Project Team	October Board
	6.3	Check to see if there are any planning/change of use issues to do with proposed new Encore location.	RR	Pre-planning request made. No major changes.
	6.6.5	Natural England objections (Wyeside) to be circulated to Board members	RR	O/S RR liaising with project leads
	8.2	Development of comms proposal for consideration at September Board meeting	AA/Comms Sub-Group.	O/S
	9.1	Secretariat decision to be communicated to Board members	AA	RR re-appointed follow tender process.
	10.1	Circulate DLUHC response letter to Board members	AA	Actioned
	10.2	Update on Greening of the City project	JH/RR	Plans circulated
	10.3	Schedule Museum consultation after next Board meeting.	AA/RR	Actioned.
4.2	JH added that positive progress is being made with the Encore project with lawyers on both sides having now been instructed. BP			

4.3	<p>queried why a 'first charge' was required by the Council on the property and JH provided an explanation.</p> <p>The Chair advised that she, RP and BP had met to discuss the future comms strategy. Proposals will be put together for discussion with PDG (including future routine website updates) and then to Board for comment/approval.</p>	<b>AA</b>
4.4	<p>The Chair advised that Orphans had produced an end of contract report on the outcomes of their comms activities, and this will be circulated to Board.</p>	<b>RR</b>
4.5	<p>The Chair advised that the position regarding unspent funds is ambiguous but JNo counselled, and it was agreed, that the Chair and RR would draft a further letter to the Department (now renamed Department for Housing, Communities and Local Government).</p>	<b>AA/RR</b>
4.6	<p>PS raised an issue to do with removal of a disused railway line within the Greening of the City project. RR will follow up with the relevant parties to ensure that they do not anticipate ever bringing it back into commission.</p>	<b>RR</b>
<b>5.</b>	<b>Current Programme Review</b>	
<b>5.1</b>	<p>IA provided an update, referring to the latest Board report which can be <a href="#">viewed via this link</a>.</p>	
<b>5.2</b>	<p><b>Programme Risk Register (pages 11-16):</b> Changes to the Risk Register since the last Board meeting have been highlighted in red.</p>	
<b>5.3</b>	<p><b>Overall Programme RAG Status (page 17):</b> IA drew attendees' attention to this analysis with significant changes since the last meeting being highlighted in red.</p>	
<b>5.4</b>	<p>There were no specific comments or queries on the Risk Register from Board members.</p>	
<b>5.5</b>	<p>IA then talked through the individual projects with updates provided as follows:</p> <p><b>5.5.1 Castle Green:</b> Opening delayed until December due to some contractor issues affecting the windows installation.</p> <p><b>5.5.2 Digital Culture Hub:</b> IA highlighted issues associated with the project's mortgage arrangements (Herefordshire Council currently have first charge on the property). He advised that RR and JH are arranging to meet with the project leader to discuss options with a view to reducing mortgage costs. Board will be kept fully updated with developments.</p> <p><b>5.5.3 Electric Buses:</b> IA reported interest from an external party in developing a positive case study on this project.</p> <p><b>5.5.4 Encore:</b> IA referred to a paper received from the project leader that had been circulated to Board members in advance of today's meeting. This outlined the positive progress being made towards the purchase of St Nicholas Church as a new home for</p>	<b>RR/JH</b>

	<p>Encore. The Chair thanked JF for her support to the project. She also recognised the Board's continued commitment to the project.</p> <p><b>5.5.5 Greening the City:</b> IA referred to a paper written by the project leader that had been circulated to Board members in advance of today's meeting. The project is now moving forward and the council is providing some match funding to support an increase in the cost of delivery. There will be a further update at the next Board meeting.</p> <p><b>5.5.6 HCA Digital Skills Centre:</b> The Chair advised that the capital element of this project is now near completion and that the facility is already supporting existing students. She said that two new programmes are starting this term and the team is now concentrating on a schools outreach programme.</p> <p><b>5.5.7 Cycle Track:</b> IA said there was no update on this project but he is meeting with the team this month to look at monitoring ongoing delivery of the programme objectives. The Chair said it is important for all completing projects that a way of measuring ongoing progress/outcomes is developed.</p> <p><b>5.5.8 Library Project:</b> Key issues are as highlighted in the report (page 25). IA mentioned in particular the importance of ensuring funding is committed before the end of March 2026 (the project itself is due for completion in October 2026).</p> <p><b>5.5.9 Museum and Art Gallery:</b> Separate presentation at today's Board – see below.</p> <p><b>5.5.10 Skatepark:</b> IA said that the position is the same as with the Cycle Track, viz the project is delivered and now needs to monitor ongoing progress towards its objectives.</p> <p><b>5.5.11 NMITE Skills Hub:</b> Good progress being made. Key risks and issues are as outlined in the report (page 28).</p> <p><b>5.5.12 Powerhouse:</b> Key risks and issues are as outlined in the report (page 29).</p> <p><b>5.5.13 Meadow Arts:</b> IA said this project is now close to its conclusion. The Chair stated the importance of evaluating the impact of the project.</p> <p><b>5.5.14 Southside Project:</b> IA referred to Board report (page 31). He said the key challenge remains the ongoing gap in funding but RR will be liaising with the team and regularly reporting back to Board.</p> <p><b>5.5.15 Transforming Wyeseide:</b> Key risks and issues are as outlined in the report (page 32). IA said that there are outstanding issues to resolve with regard to planning and he is having an ongoing dialogue with the project manager. IA raised concerns that the project may have gradually moved away from the original vision and advised that the Board needs to understand what the final version will be and how this differentiates from the original plan. IA advised that the project lead will be asked to attend PDG, following which an update will be provided to Board.</p>	RR

<b>6.</b>	<b>Budget Report</b>	
<b>6.1</b>	IA referred to the budget report and highlights contained at pages 33 and 34 of the Board Report.	
<b>6.2</b>	FM expressed concern regarding the limited level of detail available to Board members in the current financial reporting spreadsheets. RS said she would review.	RS
<b>6.3</b>	IA said the report showed good progress with good draw down from projects in the last period.	
<b>7.</b>	<b>Secretariat Arrangements</b>	
<b>7.1</b>	Following the reappointment of RR (following a tender process), IA referred to proposed new secretariat arrangements – as outlined on pages 35 and 36 of the report, notably: <ul style="list-style-type: none"> <li>• Board meetings to move to a six-weekly cycle (from January)</li> <li>• Fortnightly PDG meetings to be re-established</li> <li>• Formalise Project Sponsors' meetings</li> <li>• Instigate one-to-one meetings with project leads</li> <li>• Development of social impact dashboard</li> <li>• Legacy planning strategy to be developed</li> </ul>	
<b>7.2</b>	RR will develop a programme of meeting dates for sharing with the Board as soon as possible	RR
<b>8.</b>	<b>Any Other Business</b>	
<b>8.1</b>	The Chair referred to an emailed received from the Department of Housing, Communities & Local Government, which had been circulated to Board members in advance of today's meeting. This outlines the Government's reporting requirements from all Stronger Towns awardees. AA will review these with RR to ensure compliance.	AA/RR
<b>9.</b>	<b>Presentation – Museum Exhibition Strategy</b>	
<b>9.1</b>	The Chair welcomed EB and DE to the Board.	
<b>9.2</b>	EB made a presentation on the new museum's exhibition strategy, which was received very positively by Board members. .	
<b>10.</b>	<b>Date of Next Meeting</b>	
	Friday 4 October, 8.30 – 10.00am Hybrid: Online or face to face at Hereford College of Arts, College Road campus	