

**Hereford Stronger Towns Board Meeting
Friday 11 April 2025 (8.30 am – 10.15 am)
held at Hereford College of Arts and via Zoom
Notes and Action Points**

Chair:	Abigail Appleton MBE	AA	Principal, Hereford College of Arts
Board Present:	Judith Faux	JFa	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Frank Myers MBE	FM	Herefordshire Business Board
	James Newby	JNe	Chief Officer, NMITE
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Ben Proctor	BP	Councillor, Hereford City
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Ross Cook	RC	Corporate Director, Economy & Env't, HC
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Rachael Sanders	RS	Section 151 Officer, Herefordshire Council
Guests:	Roger Allonby	RA	Hereford Museum & Art Gallery Project
	Damian Etheraads	DE	Hereford Museum & Art Gallery Project
	Susan White	SW	Hereford Museum & Art Gallery Project
Apologies/ Absences	Graham Biggs	GB	Councillor, Herefordshire Council
	Sean Dubberley	SD	Department for Communities & Local Government (DCLG)
	Jesse Norman	JNo	MP for Hereford South & City
	Paul Walker	PW	Chief Executive, Herefordshire Council
Notes	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
7.2	Proposal on Budget Refinement to be brought to the May Board.	RR
8.2	Discussions on secretariat adjustments to be held at PDG with involvement of RS	FM/RR/RS
9.1	Review membership of PDG to confirm core and ensure all Board are invited to every meeting.	FM
9.1	Consider who should attend PDG meetings on behalf of the Accountable Body	RS

Item	Notes	Action
1.	Welcome and Apologies / Introductions	
1.1	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	
2.	New Declarations of Interest	
2.1	There were no new Declarations of Interest.	

3.	Minutes of the last Board meeting, held 14 March 2025			
3.1	The Minutes of the Board meeting held on 14 March 2025 were approved as a correct record.			
4.	Matters Arising			
4.1	See updates below. There were no additional Matters Arising.			

5.2.1	PS raised a query about the electricity supply to the museum. RA advised that the issue to do with the museum's electricity supply had been resolved but the wider issues regarding electricity supply to Hereford city as a whole remain unresolved.	
5.2.2	BP asked for reassurance that the Stronger Hereford monies to support the development of the new museum and art gallery would be spent before the deadline (March 2026). RA responded that he was confident that they would be spent by this time.	
5.2.3	IA said that there remained an element of risk to do with the final costs of the project and so it was important that the Project Leads continued to keep in close contact with Board. RA acknowledged this point and said that he and the other Project Leads would be happy to attend STF Board whenever the Board wished.	
5.2.4	The Chair asked for an update on the community outreach programme. DA provided a detailed account of the efforts the museum team is making to engage with minority groups and the general public. He said his ambition is to involve 5% of the county's population in the new museum development, which amounts to c9,000 people (currently c2,500 people are involved).	
6.	Key Programme Updates	
6.1	The Chair referred to the Board report that had been circulated to members in advance of today's meeting.	
6.2	IA advised that he and CD had met with SD recently. He said that SD had said that Government's last direction was for DCLG officers not to attend Stronger Towns Board Meetings. That being the case, RR would be meeting with SD shortly before each Stronger Hereford Board to discuss any relevant issues and to seek technical advice. IA also advised that SD is hoping to visit Hereford in the summer (tbc).	
6.3	Castle Green Project	
6.3.1	IA advised that RR would be providing details of the additional funding being given to this project (as discussed at the last Board meeting) as part of the routine quarterly reporting spreadsheet. He said that some cashflow issues remained. FM reminded Board that Herefordshire Community Foundation may be in a position to help the project with any cashflow problems.	
6.3.2	Following lengthy discussion on the current financial position of the Stronger Hereford Programme, Board confirmed their decision to provide the additional funding to this project, as agreed at the last Board meeting. This was notwithstanding some issues to do with the closing down of the Wyese project, see below.	
6.4	Wyese Project	
6.4.1	IA advised that the new leader of this project had indicated a wish to carry out additional works (specifically relating to footpath improvements). These had not been included in the agreement with the previous leader on the close down costs of this project.	
6.4.2	RS said she had written to the new project lead to outline what had been agreed with the previous leader. She said she had included details of	

	costs and claims paid to date, the remaining funds available and details of the reallocation of funding to other projects. Nevertheless, she understood that the new project lead would be contacting the Board with his proposal for investment in additional works.	
6.4.3	In response to a query from FM regarding the role of the Accountable Body in decision making and managing risk, RS acknowledged that the Board had been clear about the close down costs approved for this project. However, she said it was important that the Board was made aware of ongoing discussions.	
6.4.4	JF asked whether the additional works identified by the new project lead were part of the original project objectives. IA advised that although improved footpaths had not been specifically mentioned there was reference to improving access around the site.	
6.4.5	Following further discussion, the Board discussed the need for future funding agreements of this kind to include more consideration of the process of possible termination in the interests of greater clarity.	
6.5	Greening the City Project	
6.5.1	IA provided an update on this project, saying that the project leads were finding it more difficult than anticipated to go out to tender on the remaining works (path improvements). The tender opportunity is now expected to be issued at the end of this month, still leaving ample time for outcomes to be delivered before the end of the Programme. IA referred to the latest drawings for this project, which had been circulated with Board papers and can be viewed here .	
6.5.2	The Chair and other Board members said they would welcome the opportunity to walk the route of the proposed path to refresh their understanding of this project and its objectives.	
6.6	Encore Project	
6.6.1	IA reminded Board that the project leads would not be going ahead with the purchase of the St Nicholas Church. The additional funds allocated to enable the project to do this had now been reassigned to the programme.	
6.6.2	JF advised that the project leads were considering other potential premises. RC confirmed that council officers were working with the project leads on this and that PW was very keen to find a solution.	
6.6.3	The Chair stressed the Board's support for the project leads' continued efforts to explore available options.	
7.	Budget Report	
7.1	IA referred members to the Budget updates contained at pages 29 and 30 of the Board Report. The format for these had been updated, as requested, to show movement of funding between projects and matched funding details.	
7.2	IA also highlighted the additional information on Budget Refinement contained at page 31 of the Report. This matter will be further discussed at a future PDG and a proposal for Budget Refinement will be brought to the May Board.	RR

8.	Secretariat Adjustments	
8.1	The Chair said that, as advised at the last Board meeting and following Joni Hughes' (JH) departure from the council, RR will take on additional programme management responsibilities.	
8.2	The Chair referred to a draft outline of these additional responsibilities but explained more work needed to be done on this through PDG and in discussion with RS. It would then be submitted to the Board for approval.	FM/RR/RS
9.	Any Other Business	
9.1	The Chair asked FM to review current membership of the PDG, to confirm core members and ensure all Board members are invited to attend each meeting. She also asked RS to consider who should attend from the Accountable Body's side, following JH's departure.	FM RS
10.	Date of Next Meeting Friday 16 May April 2025, 8.30-10.00 am Hybrid: Online or face-to-face at Hereford College of Arts, College Road campus	