

# STRONGER HEREFORD

## Notes from a meeting of the STRONGER HEREFORD – PROJECT DEVELOPMENT GROUP (PDG) MEETING held on 14 May 2025 from 8.30 – 9.15 am via MS Teams

<b>Members:</b>	Frank Myers MBE	FM	Chair
	Abigail Appleton MBE	AA	Principal, Hereford College of Arts (and Chair of Hereford Stronger Towns Board)
	James Newby	JNe	President & CEO, NMITE
	Paul Stevens	PS	Hereford City BID
<b>Attendees:</b>	Ivan Annibal	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
<b>Apologies:</b>	None		
<b>Notetaker:</b>	Jan Bailey	JB	

ITEM	NOTES	ACTION
1.	<b>New Declarations of Interest</b>  None	
2.	<b>Notes of Previous Meeting</b>  The notes of the PDG meetings held on 9 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> April were all approved as a correct record.	
3.	<b>Six-monthly government report</b>	
3.1	IA presented a first draft of the six-monthly return that has to be provided to government by Friday 30 May. He said he would be working with council officers to complete this and it must be approved by Rachael Sanders (RS) and AA before submission.	
3.2	IA highlighted that with only one year of the programme left to go, more than 50% of the programme monies remain unspent . He said that because of this, the Board should be prepared for increased financial scrutiny from government officers in the forthcoming year. However, he said he is confident that PDG and the Board are aware of the issues underpinning this underspend.	
3.3	IA will circulate the draft return to Board members in advance of Friday's Board meeting and will speak on this at the meeting. He will ask for comments from Board members on the return to be sent to RR by Tuesday 20 May.	IA
3.4	Following a question from the Chair, IA confirmed that around half of the unclaimed monies relate to Herefordshire Council projects. AA asked for a detailed risk management analysis to be undertaken to show where the underspend sits, together with a timeline that shows when expenditure is expected to be made.	RR
4.	<b>Programme Adjustments</b>	

4.1	IA advised that he had recently had a conversation with Shaun Dubberley (government officer) who had advised that the movement of funds between projects agreed by the Board needed to be formally recorded and approved through Project Adjustment Requests (PAR). IA said he would be working on these PARs this week with the aim to have the requests approved as soon as possible.	IA
5.	<b>Enhanced role for Rose Regeneration</b>	
5.1	AA advised that she and the Chair had had a meeting with RS earlier this week at which Rose's enhanced responsibilities were discussed. A proposal that outlines these additional responsibilities and fee structure will be presented to Board on Friday. This recognises the additional work that RR has completed since the start of the year and the increased financial responsibilities it will take on from May, as a result of Joni Hughes' resignation.	AA
5.2	AA said a number of technical issues to do with variations to original Funding Agreements were also discussed with RS and were being clarified by the council's legal team. The financial implications of these concerns will be shared by RS at Friday's Board.	
5.3	JNe asked for a report to be available to Board members that details contingency sums by project. This to be expressed in terms of the percentage value by project and the degree to which that contingency has been used/committed. IA said he would ask RS to provide an update on this at Friday's Board.	IA
6.	<b>Herefordshire Council representation at STF Board meetings</b>	
6.1	AA said that she had been in correspondence with Paul Walker (PW) who had indicated that he would be nominating Ross Cook (Corporate Director, Economy and Environment) to replace him at monthly Board meetings. RS would also continue to attend every time. She said that PW had reassured her that he is available for any concerns to be escalated to him, as and when needed.	
6.2	IA reminded PDG that the formal HC Board representative is Cllr Graham Biggs.	
7.	<b>Any Other Business</b>	
7.1	JB advised PDG that she now has access to the STF dedicated website content management system (CMS) and would take responsibility for keeping this up-to-date, particularly uploads of Board and PDG minutes.	
7.2	JB referred to email correspondence from the council's web team suggesting that, as they move to a new website, only the last three months of Board/PDG notes are shown on the STF webpage. Anyone wanting older notes would be invited to request them. PDG members agreed that this was a sensible proposal, as long as council officers are content that it meets government's requirements with regard to public access to these notes. JB to advise HC web team accordingly.	JB
7.3	PS asked for an update on the Greening the City programme.	
7.4	AA congratulated JNe on the recent first graduation ceremony of NMITE students.	
8.	<b>Date of Next Meetings</b>  <b>PDG</b> – Wednesday 28 May, 8.30 – 9.30 am via Teams.  <b>Board</b> – Friday 16 May, 8.30-10am (hybrid and in person at Hereford College of Arts, College Road campus).	