

**Hereford Stronger Towns Board Meeting
Friday 16 May 2025 (8.30 am – 10 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:	Graham Biggs	GB	Councillor, Herefordshire Council
	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
Apologies/ Absences	Judith Faux	JFa	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Jesse Norman	JNo	MP for Hereford South & City
Notes	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
4.2	Include GB in invitations to future PDG meetings.	RR
4.3	Finalise proposal on secretariat adjustments and circulate to Board members for comment.	RR
5.2.3	RS to work with the council's legal team to amend Wyeside project's Funding Agreement in line with Board decisions.	RS
5.2.4	Planning application update and reference for crane installation (Wyeside Project) to be circulated to Board.	RR
5.3.1	Write to Encore project lead to confirm additional funding for the purchase of St Nicholas Church has been returned to the programme.	RR
5.3.2	Request Encore project lead to attend future PDG meeting.	RR
5.4.1	Contact Greening the City project lead to request an update to PDG. RC to speak to Greening the City project lead for an update.	RR RC
5.5.2	Invite Southside Project leads to provide a detailed update to next STF Board meeting	RR
6.3	Confirm deadline for application to extend programme/projects.	RR
6.6	6-monthly government report to be circulated to Board members for comment. Responses to be received by 21.5.25.	RR/All
6.7	Project by project contingency report to be developed.	RR/RS
7.2	Legacy to be put on Agenda for discussion at forthcoming PDG meeting.	RR/FM
7.3	Confirm legacy funding position regarding revenue vs capital activities.	RR/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.	

1.2	The Chair advised that Paul Walker (PW) (CEO, Herefordshire Council) had confirmed he had delegated RC to attend STF on his behalf. RS will continue to attend on behalf of the Accountable Body. The Chair said PW had confirmed his ongoing commitment to the programme and that she held update meetings with him to bring him up to date and/or to raise any concerns.																					
2.	New Declarations of Interest																					
2.1	There were no new Declarations of Interest.																					
3.	Minutes of the last Board meeting, held 11 April 2025																					
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4.	Matters Arising																					
4.1	See updates below. <table><tr><th>Item</th><th>Notes</th><th>Action</th><th>Update</th></tr><tr><td>7.2</td><td>Proposal on Budget Refinement to be brought to the May Board.</td><td>RR</td><td>Discussion at May Board</td></tr><tr><td>8.2</td><td>Discussions on secretariat adjustments to be held at PDG with involvement of RS</td><td>FM/RR/RS</td><td>Ongoing – agreement to be backdated to April 2025</td></tr><tr><td>9.1</td><td>Review membership of PDG to confirm core and ensure all Board are invited to every meeting.</td><td>FM</td><td>Completed</td></tr><tr><td>9.1</td><td>Consider who should attend PDG meetings on behalf of the Accountable Body</td><td>RS</td><td>In progress</td></tr></table>	Item	Notes	Action	Update	7.2	Proposal on Budget Refinement to be brought to the May Board.	RR	Discussion at May Board	8.2	Discussions on secretariat adjustments to be held at PDG with involvement of RS	FM/RR/RS	Ongoing – agreement to be backdated to April 2025	9.1	Review membership of PDG to confirm core and ensure all Board are invited to every meeting.	FM	Completed	9.1	Consider who should attend PDG meetings on behalf of the Accountable Body	RS	In progress	
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4.2	With reference to item 9.2 above, it was noted that the Cabinet Member (GB) should be invited to attend PDG meetings. RR will ensure invitations to future PDGs are sent to him.	RR																				
4.3	With reference to item 8.2 above, the Chair advised that she, RS and FM had met to develop an outline proposal and this had been discussed at PDG. The proposal is now being finalised and will be circulated to Board members for comment once complete.	RR																				
5.	Current Programme Review																					
5.1	IA referred to the Board report that had been circulated to members in advance of today’s meeting.																					
5.2	Castle Green/Wyeside Projects																					
5.2.1	IA advised that discussions were ongoing with the Wyeside project lead regarding funding to enable improvements to the riverside path. This money is additional to the sum the Board had already agreed in the																					

	<p>closedown costs of the project relating to installation of the crane and deviation of the footpath to accommodate the crane installation (subject to planning permission). IA advised that if the Board agreed to these additional costs, there would still be money available for reallocation to other projects, including Castle Green (as previously discussed).</p>	
5.2.2	<p>Following discussion, the Board unanimously agreed to support the additional funding to the project to enable footpath improvements. The Board agreed that the project could be better described as in delivery of a scaled down version and not yet in close down.</p>	
5.2.3	<p>RS advised that she will work with the council's legal team to amend the project's Funding Agreement in line with the Board's decision. This to include close down arrangements for the project and clarity on what will happen if planning permission isn't granted for the crane installation.</p>	RS
5.2.4	<p>RR to request information from the project lead as to the current status of the planning application for the crane installation. FM asked for the planning application reference number to be circulated to Board.</p>	RR
5.3	<p>Encore Project</p>	
5.3.1	<p>Board asked RR to formally write to the project lead to confirm that the additional funding allocated to the project towards the purchase of St Nicholas Church has been returned to the overall programme fund.</p>	RR
5.3.2	<p>The project lead will be asked to provide a project update at a future PDG meeting.</p>	RR
5.4	<p>Greening the City</p>	
5.4.1	<p>IA said there was no update on this project since the last Board meeting. RR to ask project lead to provide an update to a future PDG meeting. RC said that he would speak to the project lead following today's Board to obtain an update.</p>	RR RC
5.5	<p>Southside</p>	
5.5.1	<p>IA reminded Board that a site visit to this project is offered after today's meeting.</p>	
5.5.2	<p>RR to ask both project leads (Growing Local and Belmont Wanderers) to provide a detailed update to the next Board meeting.</p>	RR
5.6	<p>Electric Buses</p>	
5.6.1	<p>IA advised that a formal Project Adjustment Request to reflect the transfer of funds from capital to revenue and the return of unspent monies to the programme had been completed and sent to government officials.</p>	
6.	<p>Budget Report</p>	
6.1	<p>IA referred members to the Budget updates contained at pages 27 and 28 of the Board report. He highlighted that a significant amount of the programme budget remained unallocated, as detailed in the report.</p>	

6.2	The Chair advised that RR's proposed new responsibilities will include additional detail on spending profiles by project so that the Board is fully aware of and understands any risks.	
6.3	IA confirmed that on an exceptional basis, an application can be made to government to extend project completion for an additional year. RR will ask government officials to confirm the exact deadline for making such applications.	RR
6.4	RS advised that in relation to the library and museum projects, these were major capital projects for the council and would be subject to enhanced financial controls and monitoring.	
6.5	IA referred to page 30 of the Board report which provides an update on actions relating to the 6 monthly government return. He said that this return needs Board approval before submission, following which the Chair and RS will sign off on their behalf.	
6.6	The latest version of this return will be circulated to Board members with a request for any feedback to be returned to RR by Wednesday 21 May. No response will be taken as approval.	RR/All
6.7	IA acknowledged Board members' previous request for additional project by project detail on contingency amounts. RR will action this request with RS.	RR/RS
7.	Legacy Planning	
7.1	IA referred to page 31 of the Board report, which provides an introduction to legacy planning for the programme. This includes five key principles to guide any legacy programme.	
7.2	It was agreed that PDG discusses legacy planning in more detail and returns to Board (June/July) with a full report and proposals. The aim would then be for a plan to be agreed at August Board for actions then to be put in place.	RR/FM
7.3	In the meantime, it was agreed that RR/RS would reconfirm with Sean Dubberley (government official) the funding position with regard to legacy funding on revenue vs capital activities/items.	RR/RS
8.	Communications Update	
8.1	The Chair confirmed that JB has received training to update the Stronger Towns website, including latest Board and PDG Minutes. The council's webpage is also kept up-to-date with these papers.	
9.	PDG	
9.1	IA referred to the update provided at pages 32 and 33 of the Board report. This includes a list of proposed future meetings and themes covering the forthcoming three-month period.	
10.	Any Other Business	
10.1		

	FM advised board of a Cherry Blossom Planting project, which he thought may be of interest to #StrongerHereford projects. Further details will be circulated to Board.	FM
11.	Date of Next Meeting Friday 20 June 2025, 8.30-10.00 am Hybrid: Online or face-to-face at Hereford College of Arts, College Road campus	