

**Hereford Stronger Towns Board Meeting
Friday 20 June 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	JF	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Frank Myers MBE	FM	Herefordshire Business Board
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford South & City
	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	Graham Biggs	GB	Councillor, Herefordshire Council
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
Notes	Jan Bailey	JB	

Summary of Actions

Item	Notes	Action
5.2.4	Request Castle Green project lead attends future PDG meeting.	RR
5.4.3	RS to meet with PS to brief him on amended route of Greening the City path. Also to update Board specifically on the original plan to widen the path at Sainsbury's.	RS/PS
5.4.5	Audit of all projects to be undertaken to show where substantial changes have been made to original proposals	RR
5.5.4	Request Wyaside project lead attends PDG as soon as possible.	RR
5.6.1	Belmont Wanderers project lead to be invited to attend PDG.	RR
5.7.1	Ask HMAG and Shirehall project leads to attend PDG and July Board.	RR
7.2	Project-by-project contingency sum report to be written	RS
8.4	Legacy fund proposal to be discussed at PDG and then for onward discussion at Board.	RR

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. BP reminded all present that although he is representing Hereford City Council at Board, he is also a Herefordshire Council Councillor.	
3.	Minutes of the last Board meeting, held 16 May 2025	

3.1	The Minutes of the Board meeting held on 16 May 2025 were approved as a correct record.			
4.	Matters Arising			
4.1	See updates below. There were no other matters arising.			
	Item	Notes	Action	Update
	4.2	Include GB in invitations to future PDG meetings.	RR	Done
	4.3	Finalise proposal on secretariat adjustments and circulate to Board members for comment.	RR	Done
	5.2.3	RS to work with the council’s legal team to amend Wyese project’s Funding Agreement in line with Board decisions.	RS	Done
	5.2.4	Planning application update and reference for crane installation (Wyese Project) to be circulated to Board.	RR	In today’s Board papers
	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	Done
	5.3.2	Request Encore project lead to attend future PDG meeting.	RR	Done
	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	Done
	5.5.2	Invite Southside Project leads to provide a detailed update to next STF Board meeting	RR	Deferred until August Board
	6.3	Confirm deadline for application to extend programme/projects.	RR	March 2027
	6.6	6-monthly government report to be circulated to Board members for comment. Responses to be received by 21.5.25.	RR/All	Done
	6.7	Project by project contingency report to be developed.	RR/RS	In train
	7.2	Legacy to be put on Agenda for discussion at forthcoming PDG meeting.	RR/FM	In train
	7.3	Confirm legacy funding position regarding revenue vs capital activities.	RR/RS	Confirmed
5.	Current Programme Review			
5.1	IA referred to the Board report that had been circulated to members in advance of today’s meeting. The following projects received specific updates.			

5.2	Castle Green Pavilion	
5.2.1	IA advised that following previous Board decision, a Deed of Variation has now been issued to this project to confirm additional funding. This has been signed by the project lead and is now with the council.	
5.2.2	Notwithstanding the above, FM advised that the project lead remained worried about inflationary pressures to the project and the potential need for more money or value engineering.	
5.2.3	Board agreed that given this project had already received substantially more investment from the Towns Fund than initially expected, the project leads should not assume any additional monies from the Fund were available. They said that other options for funding should be explored.	
5.2.4	The Chair asked RR to request the project lead's attendance at future PDG to discuss his concerns further.	RR
5.3	Encore Music Hub	
5.3.1	IA confirmed that RR had written to the project lead to confirm the additional money offered to the project for the purchase of St Nicholas Church was no longer available, given that option was no longer being pursued.	
5.3.2	IA advised that a search for suitable premises was still ongoing.	
5.4	Greening the City	
5.4.1	IA advised that following last month's Board, the project lead had been requested to provide an update. This had resulted in new visuals being received and circulated to Board members in advance of today's meeting. The Chair commented that she would still like to 'walk the route' of the proposed new path so she could fully understand the revised proposals.	
5.4.2	RS confirmed that she had held discussions with the project leads and Hereford Civic Society to address some concerns raised by the Society. Her understanding was that these concerns had been satisfactorily resolved and the project leads are now targeting completion of the path works by the end of 2025. PS commented that if RS is satisfied that the Civic Society's concerns have been addressed, he would support her judgement.	
5.4.3	PS raised concern about the lateness of the project lead's advice of these changes to Board. He requested more detail on the specifics of the new paths. RS will meet with PS after today's Board to brief him further. RS also to update Board on a specific point raised by BP regarding the proposed widening of the path near Sainsbury's supermarket.	RS/PS
5.4.4	FM raised a more general concern about how Board is kept to up to date with substantial changes to the original plans for all projects. BP agreed with this saying the most recent drawings submitted by this project's lead were very different from the original plans.	
5.4.5	RR were asked to produce an audit of all projects that outlines where substantial changes to original proposals had been made.	RR

5.5	Transforming Wyeside	
5.5.1	IA advised that following previous Board decision, a Deed of Variation has been issued to this project to confirm revised project details. This has been signed by the project lead and is now with the council.	
5.5.2	IA said that the project lead had advised progress is being made with the planning application for the crane. However, IA said there is still risk associated with the project as there is no indication of support for the crane installation from the Environment Agency. He suggested that the Board set a time limit on how long they will wait for a decision on planning to be made.	
5.5.3	Board members were concerned about the implications for the proposed footpath if planning is not granted. They referenced previous discussions about the proposed footpath now being designated the legal right of way but were still awaiting clarification on the legal position.	
5.5.4	RR to ask the project lead to attend at PDG as soon as possible to discuss the project critical path and also to understand what their plan is if planning is not granted.	RR
5.5.5	The Board discussed a broader point regarding the need to ensure as far as possible that all projects deliver their objectives before the end of the programme. Members wanted to understand the timings that have to be in place to achieve this and to ensure that any unallocated monies can be reallocated to other projects before the deadline.	
5.6	The Southside Project	
5.6.1	IA advised that contractors are about to be engaged by Belmont Wanderers. He suggested that the project lead is invited to PDG to provide an update and so that appropriate support with delivery of the construction project can be offered.	RR
5.7	Hereford Museum & Art Gallery and Shirehall (Library) Projects	
5.7.1	The Chair highlighted the importance of keeping in close contact with these projects. The next Stronger Hereford Board is to focus on a detailed update from both projects, prior to which they will be invited to attend PDG.	RR
6.	Visit by Sean Dubberley (SD) (Dept for Communities and Local Govt)	
6.1	CD provided an update on the recent visit to Hereford by SD and his tour of STF projects, which he said was very positive.	
7.	Budget Report	
7.1	IA referred to pages 27 and 28 of the Board report, which shows that currently 51% of the total programme allocation has been spent.	
7.2	JNe reminded the Board that further information on project-by-project contingency sums is outstanding. RS confirmed that she would provide this information to Board.	RS

8.	Legacy Planning	
8.1	IA referred to the proposals regarding legacy planning outlined on page 29 of the Board Report.	
8.2	BP said that comments made by SD on his recent visit to Hereford had highlighted the importance of having a plan in place in the event of any unspent monies.	
8.3	FM said his understanding was that there may be some flexibility as to whether money can be invested in capital or revenue legacy projects. JNo said it would be useful to gain further clarification on this, though intuitively it would make sense to invest in a campaign to raise awareness of what individual projects and the overall programme had achieved, thanks to the fund.	
8.4	RR will draft a revised Legacy Programme plan for discussion at PDG in July and then be included on the Agenda for the August Board.	
9.	Enhanced Role of Rose Regeneration NB: IA and CD left the meeting during these discussions	
9.1	The Chair referred to documents circulated to Board that include recommendations to backdate a payment to RR in recognition of the additional duties they have undertaken and a proposal for enhanced financial responsibilities, following the departure of Joni Hughes from the council.	
9.2	PS sought reassurance from RS that the Accountable Body is happy with these proposals. RS confirmed that it is.	
9.3	Board agreed to implement these recommendations.	
10.	Any Other Business None	
11.	Presentation from Charlie Arthur, Project Lead, Hereford Skate Park Project	
11.1	The Board received a post-completion update on the Hereford Skate Park Project from Charlie. You can view the presentation here .	
11.2	The Board congratulated Charlie on the project's achievements to date.	
12.	Date of Next Meeting Friday 1 August, 2025, 8.30-10.00 am Hybrid: Online or face-to-face at Hereford College of Arts, College Road campus	