

**Hereford Stronger Towns Board Meeting
Friday 1 August 2025 (8.30 am – 10.00 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
	Judith Faux	JF	Trustee, HVOSS
	Frank Myers MBE	FM	Herefordshire Business Board
	Jesse Norman	JNo	MP for Hereford South & City (left 9.30 am)
	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)
Guest Speakers	Damian Etheraads	DE	Head of Culture, Museums & Art Galleries, HC (Item 5. only)
Apologies/ Absences	Jago Frost	JFr	Youth Board Member
	Hilary Hall	HH	Corporate Director, Communities & Wellbeing, Herefordshire Council
	James Newby	JNe	Chief Officer, NMITE
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Ben Proctor	BP	Councillor, Hereford City
	Rachael Sanders	RS	Section 151 Officer, Herefordshire Council
Notes	Jan Bailey	JB	

Summary of Actions

Item	Notes	Action
5.3	Detailed written report on contingency amounts for Shirehall project to be completed.	DE
5.4	Project management arrangements for the Shirehall project to be clarified in a written report for Board.	DE
5.8	Date to be arranged for Museum team to come back to STF Board, based on date when cost certainty is expected to be known.	DE/RR
6.3.3	Request feedback from Belmont Wanderers' building contractor to PDG members by 6 August, to allow time for consideration before the PDG meeting scheduled for 13 August.	RR
6.3.4	Write an email proposal to PDG members on Project Management support to Belmont Wanderers' Project Lead	RR
9.2	Speak to all projects as part of 'baselining' process on potential future enhancements and opportunities for further capital funding.	RR
9.3	Further consideration to be given to how original 'long listed' projects could be approached regarding future opportunities for capital funding.	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.	

1.2	The Chair confirmed that the meeting was quorate.																												
2.	New Declarations of Interest																												
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3.	Minutes of the last Board meeting, held 20 June 2025																												
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4.	Matters Arising																												
4.1	See updates below. There were no other matters arising.																												
	<table border="1"> <thead> <tr> <th>Item</th><th>Notes</th><th>Action</th></tr> </thead> <tbody> <tr> <td>5.2.4</td><td>Request Castle Green project lead attends future PDG meeting.</td><td>Completed</td></tr> <tr> <td>5.4.3</td><td>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.</td><td>Completed</td></tr> <tr> <td>5.4.5</td><td>Audit of all projects to be undertaken to show where substantial changes have been made to original proposals</td><td>In train</td></tr> <tr> <td>5.5.4</td><td>Request Wyese project lead attends PDG as soon as possible.</td><td>Completed</td></tr> <tr> <td>5.6.1</td><td>Belmont Wanderers project lead to be invited to attend PDG.</td><td>Completed</td></tr> <tr> <td>5.7.1</td><td>Ask HMAG and Shirehall project leads to attend PDG and July Board.</td><td>Completed</td></tr> <tr> <td>7.2</td><td>Project-by-project contingency sum report to be written</td><td>In train</td></tr> <tr> <td>8.4</td><td>Legacy fund proposal to be discussed at PDG and then for onward discussion at Board.</td><td>Completed</td></tr> </tbody> </table>	Item	Notes	Action	5.2.4	Request Castle Green project lead attends future PDG meeting.	Completed	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.	Completed	5.4.5	Audit of all projects to be undertaken to show where substantial changes have been made to original proposals	In train	5.5.4	Request Wyese project lead attends PDG as soon as possible.	Completed	5.6.1	Belmont Wanderers project lead to be invited to attend PDG.	Completed	5.7.1	Ask HMAG and Shirehall project leads to attend PDG and July Board.	Completed	7.2	Project-by-project contingency sum report to be written	In train	8.4	Legacy fund proposal to be discussed at PDG and then for onward discussion at Board.	Completed	
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5.	Museum and Shirehall 'Deep Dive'																												
5.1	The Chair welcomed DE to the meeting.																												
5.2	DE referred to detailed reports that had been circulated to Board members in advance of today's meeting and which provided an update on the current position for both these projects. DE presented a summary to Board.																												
5.3	In response to questions from the Board, DE will provide a written report on the contingency sums originally agreed for the Library (Shirehall) Project, the current contingency position and final outcome forecast contingency amount.	DE																											
5.4	DE will also provide a document that outlines the project management arrangements for the Shirehall project, following the departure of the previous Project Lead and other key individuals.	DE																											

5.5	With regard to the Museum project, DE advised that a full cost plan is being developed, which will provide 90% cost certainty.	DE/RR
5.6	Once the costings are known, he said decisions will be made regarding next steps for the project. This will include all stakeholders, including councillors, Hereford Stronger Towns Board and other funders.	
5.7	RC said that Cabinet remains committed to delivering the project, dependent on cost certainty. GB confirmed this position while Cabinet awaits clarity on final costs.	
5.8	AA thanked DE for his presentation and circulated papers. DE will let RR know when final costs are anticipated so that a date can be arranged for DE and colleagues to come back to STF Board with final details and next steps can be planned. DE left the meeting.	
6.	Current Programme Review	RR
6.1	IA referred to the Board report that had been circulated to members in advance of today's meeting and was considered as read. IA provided updates on two specific projects, as follows:	
6.2	Encore	
6.2.1	IA confirmed that this project is in advanced negotiations with a view to purchasing Eignbrook Church in the city. See slide 14 of the Board report for further details.	
6.2.2	IA updated board on the implications of this purchase for matched funding targets, as outlined in the Board report	
6.2.3	The Chair asked Board if they supported the project's decision, as outlined in the Board report. There was unanimous support from all attendees.	
6.2.4	Board members congratulated the Project Lead and recognised his determination and resilience to get the project to this point.	
6.3	Belmont Wanderers	
6.3.1	IA provided an update on significant cost pressures on this project, relating to the construction of the pavilion. These are complicated by requirements attached to the Football Foundation's funding of the project.	
6.3.2	IA advised that the Project Lead had attended PDG earlier this week, followed by an additional update on Thursday 31 July (after the Project Lead had held discussions with the building contractor).	
6.3.3	A further PDG update has been diarised for Wednesday 13 August. RR will request that feedback from the contractor is provided to PDG members by 6 August, so that consideration can be given to the information before the PDG on the 13 th .	
6.3.34	Board members agreed in principle to support the Project Lead with funding for a Project Manager, subject to cost and confirmation from RS	

	that these costs can be capitalised. FM advised that the Project Lead is currently in discussion with someone who could take on this role. RR will circulate a proposal regarding this appointment, for email discussion and approval.	RR
7.	Budget Report	
7.1	IA referred to pages 28 and 29 of the Board report, which shows that currently 54% of the total programme allocation has been spent.	
7.2	IA suggested that subject to the baselining exercise being undertaken by Jane Mann (see below, item 8), it is likely that a Project Adjustment Request will be needed to extend expenditure to March 2027.	
8.	Baselining	
8.1	IA referred to discussions as this week's PDG meeting and the approach that will be taken to the baselining exercise by Jane Mann.	
8.2	The approach, agreed at PDG, is contained within pages 30-32 of the Board report and is expected to be completed by the end of October 2025.	
9.	Programme Closure	
9.1	IA referred to the proposed approach for programme closure or 'Plan B projects', as outlined on pages 33 and 34 of the Board Report. He said this had been discussed in detail at several PDG meetings.	
9.2	Board agreed to IA's proposal to speak with existing projects as part of the baselining exercise to see if there are elements that they would be interested in reinstating or new enhancements to their project that they would like to be considered for additional capital investment, should that become available.	RR
9.3	Further consideration will be given to how previous 'long listed' projects could be approached in the event that additional capital funding becomes available.	RR
10.	Any Other Business None	
11.	Date of Next Meeting Friday 12 September, 8.30-10 am Hybrid: Online or face-to-face at Hereford College of Arts, College Road campus	