

Terms of Reference

King's Lynn Town Deal Board Working Group on Re-Purposing the Town Centre and Improving the Public Realm

Background

The King's Lynn Town Deal Board (KLTDDB) was established in 2020 to develop a Town Investment Plan to secure a 'Town Deal' of up to £25m from Government. Town Deals represent a locally agreed set of 'interventions' that will result in economic productivity through urban regeneration, planning and land use, skills and enterprise infrastructure and connectivity. The Town Deal Board agreed set of priorities set out in the Town Investment Plan to;

- Creating a town where people want to come to live and stay
- Developing a local skills pipeline for local opportunities responding to Covid-19
- Improving digital and sustainable connectivity
- Repurposing the town centre and historic assets for visitors and residents

The Town Deal Board's consultation and engagement strategy includes the establishment of thematic sub-groups to engage a wider range of people and organisations outside of the Board to support the development and delivery of the Investment Plan.

Purpose of the Working Group

Repurposing the Town Centre, including improving the Public Realm is one of the priority areas of the TIP. This priority seeks to address some of the challenges created by changing consumer habits and values, COVID and their combined impact, particularly on retail. In brief, the consequences include less demand for bricks and mortar retail, higher vacancy rates and longer periods of vacancy for harder to let, larger units. COVID has also placed greater demand on use of outside space for hospitality as well as events.

A Public Realm Action Plan has been prepared and endorsed by the KLTDDB setting out the strategy, key areas of focus and concepts for public realm enhancements in King's Lynn town centre. The Working Group will assist in shaping the priorities and further development of projects identified in the Action Plan.

Scope

The role of this group is to explore, discuss and shape projects that will start to address the challenges and open up new areas of activity for the town centre. It will:

- Examine and explore project proposals or public realm and town centre repurposing of vacant properties within the agreed Town Deal boundary
- Inform the prioritisation of investment in the public realm
- Identify additional sources of funding and leverage.
- Generate ideas, supporting local solutions to economic issues facing the town centre
- Use wider networks and contacts to gather (informal) feedback.
- Act as a consultative forum for emerging project proposals under consideration/development by bodies responsible for delivery of public realm & repurposing initiatives.

Membership

Membership of the group will be by invitation only from the Chair of the Working Group on behalf of the KLTDB. Membership will not exceed 15, to maximise input from members, make it easier to convene meetings and avoid lengthy decision-making.

- Town Deal Board Representative
- Borough Council Portfolio Holder for Business Development
- Borough Council Ward Member
- Retailer representative
- Hospitality representative
- King's Lynn Civic Society representative
- King's Lynn Preservation Trust representative
- Vancouver Quarter Manager
- Arts Representative
- Property Agent representative
- Alive Leisure representative
- Professional Services representative
- Evening Economy representative
- Youth Forum representative

The Group will be advised and supported by appropriate/specialist Borough Council Officers as and when required.

Operating Arrangements

- The Working Group has **no decision-making authority** but acts as mechanism for making recommendations to the Town Deal Board.
- The Working Group does not have the authority to commit other partners' action or expenditure.
- It is intended that the Working Group should meet on a bi-monthly basis, with provision to call additional meetings if required.
- The Group will be chaired by a representative nominated by the KLTDB

- All agenda items will be forwarded to the working group members with any attached meeting papers, at least five working days prior to the next scheduled meeting.
- Minutes of meetings will be circulated to members of the Working Group and progress reported to the KLTDDB
- Secretariat will be provided by the Borough Council's Regeneration Team
- Meeting will be held virtually and on occasions face to face at a King's Lynn venue subject when deemed appropriate and worthwhile in doing so by the chair.
- Meetings to be held weekdays
- The individual expertise and interests of individual members may be sought at any stage where this is relevant.
- The Group may request particular individuals to attend meetings in order to provide specific advice or to facilitate informed discussion.
- It is expected that members will consult within their particular interest groups or communities on non confidential matters so that the widest possible range of views are represented.
- The Working Group will operate for as long as deemed appropriate by the KLTDDB.

Code of Conduct

All sub groups of the King's Lynn Town Deal Board are expected to respect the following core values of engagement;

- Act with integrity and in best interests of the group
- A non-judgemental approach that respects the views and opinions of other members
- Promote diversity and inclusivity in a non-discriminatory way
- Truthfully represent the interests of the group/organisation/cohort they represent within the town
- Hold a genuine interest in the work and purpose of the working group
- Be committed to, and be actively involved in, pursuing the outcomes sought by the sub group within its work
- Where specifically requested by the Chair, all members are expected to retain confidentiality in the context of the matters being considered.
- Any conflicts of interest which they have in any matter to be considered at the meeting should be declared to the Chair. A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

Members of sub groups should also acknowledge the 'Seven Principle of Public Life' the King's Lynn Town Deal Board abide by in its own Code of Conduct;

1. **Selflessness** Board Members should act solely in terms of the public interest.
2. **Integrity** Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. **Objectivity** Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.
4. **Accountability** Board Members are accountable to the best interests of BCWKLN and the principle objectives of the Board.
5. **Openness** The Board must act and take decisions in an open and transparent manner.
6. **Honesty** Board Members should act with honesty, objectivity and integrity.
7. **Leadership** Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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