

KING'S LYNN TOWN DEAL BOARD

MEETING MINUTES

Date Wednesday, 28 th April 2021, 3.00pm	Location Via Microsoft Teams
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Attendees
Graham Purkins (Chair), Duncan Hall, Andrew Stevenson, Brendan Legrove, Carly West-Burnham, Councillor Brian Long, Councillor Elizabeth Nockolds, Councillor Graham Middleton, Emma Taylor, Hannah Grimes, Jim Major, Jemma Curtis, Lorraine Gore, Jonathan Clemo, Lynn Collison, Mark Juniper, Max Winkler, Michael Baldwin, Nova Fairbank, Robin Hanley, Vicky Etheridge, David Pomfret, County Councillor Andrew Jamieson, Hetty Thornton

Minutes	Actions
<p>1. Apologies</p> <p>Jim Major, Andrew Jamieson, Howard Martin, Robert Jakeman, Claire Cooper, Simon Morris, Thomas Humphries</p>	
<p>2. Declarations of Interest & Updated Forms</p> <p>David Pomfret declared an interest in the School of Nursing.</p> <p>Terms of reference to be approved at the next meeting.</p>	
<p>3. Introduction</p>	
<p>4. Minutes of Previous Meeting - 19 February 2021</p> <p>The minutes from the meeting held on 26th March 2021 were agreed as a correct record. (Note - The link to the Levelling Up Fund has been updated)</p>	
<p>5. Innovation & Collaboration Incubator - workshop session with SQW</p> <p>James Kinnersly, Managing Consultant and Steven Pritchard, Project Director from SQW presented a Demand Study: King's Lynn Incubation and Collaboration Incubator. Presentation attached</p>	



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James invited the Board to email him with any further comments JKinnersly@sqw.co.uk. and will bring the study back before the board at the June meeting.

6. Town Deal Sub Groups

- Michael confirmed the first meetings of the St Georges Guildhall Creative Hub Advisory Group and Community and Stakeholder Group had taken place and had been positive
- Vicky had to leave the meeting but Jemma updated that Public Realm Working Group had met and it was a really good first meeting.
- David gave a update on School of Nursing – good progress being made, construction starting imminently of new modular building, aim to recruit first cohort of apprentices in June/July, looking to launch programme early 2022
- Jemma commented that the Skills Working Group had a good first meeting, discussing skills and opportunities and they will meet again after Town Deal announcement to work on the detail.

7. Funding Update

Levelling Up Fund – June 18th the date for submission is unrealistic, there is definitely a round 2, could be Autumn submission. Maybe 3 or 4 rounds. Opportunity to consider anything that falls out of the Towns Fund Submission. Have engaged with Downham Mkt and Hunstanton town Councils to think about exiting strategies. LG has engaged with our MP's as their support is important.

Talking to NCC around capacity and creating a pool of people to support the work.

Community Renewal Fund- NCC has launched a call for bids on 26th March and held a number of facilitation workshops since.
Submit EOI's by Friday 14th May, draft application in next Wednesday, official deadline 18th June.

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<p>Additional special Town Board meeting for sign off meetings are being arranged within week of 7th June.</p>	
<p>8. West Winch Housing Access Road</p> <p>Duncan presented slides. DfT has asked for comments from any businesses or organisations that support businesses in the area to be emailed to ian.parkes@norfolk.gov.uk please, within the next couple of weeks. Short statements as to whether you support the project and if you think it has benefits to business in the area.</p>	
<p>9. Communications & Engagement</p> <p>Promoting, presenting and participation are key</p> <p>A communication protocol has been circulated, although it has been slightly updated so Sharon will circulate the final version and would welcome any feedback, so it can then be adopted as final protocol. It will be reviewed bi annually in May and October. Stake holder mapping will be twice a year at least with specific mapping for individual project. There are still some areas to complete as Chairs are required for some sub groups. The real basis is to ensure board and sub groups have sight of the information and sign it off before it is released to the press and public.</p> <p>A forum is being look into that will enable all groups to communicate and have an overview to eliminate the need for numerous emails.</p> <p>Website needs to be update as we have moved into phase two which is delivery, Sharon will work with the web team to update and look into making it more consultative and engaging and Sharon will also be setting up LinkedIn account as this used as much as Facebook and Twitter</p> <p>A new communication plan is needed for this delivery phase , the first plan ran out in October. A separate session will be needed for this and Jemma will look into arranging.</p>	<p>Sharon Clifton</p> <p>Jemma Curtis</p>

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10. Any other Business None	
11. Date of next meeting 26 th May 12, 2021	

Meeting closed at 5.00 pm

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