

# ST GEORGE'S GUILDHALL & CREATIVE HUB ADVISORY GROUP

## Notes of Meeting

<b>Date</b>	<b>17<sup>th</sup> June 2021</b>	<b>Location</b>	<b>Remotely via Microsoft Teams</b>
<b>Time</b>	<b>12.30pm</b>	<b>Chair</b>	<b>Michael Baldwin</b>

### Attendees

Borough Council:	Cllr Elizabeth Nockolds, Duncan Hall, Jemma Curtis, Mark Fuller, Helen Scott (note-taker)
The Bank House:	Michael Baldwin
Norfolk County Council:	Mary Muir, Jenny Caynes
National Trust:	Russell Clement, Ruby Clark, Angela Downing, Lisa Smith
Historic England:	David Eve
Others:	Tim FitzHigham, Peter Wilson

Agenda	Action
The meeting began with the Chair introducing new members to the Group.	
<b>1. Apologies</b> Noted from Robin Hanley (NCC), Hetty Thornton (HE), Harry Seaton	
<b>2. Minutes of the last meeting – 14<sup>th</sup> May 2021</b> The minutes of the last meeting were accepted as a true record.	
<b>3. Update on Stakeholder &amp; Community Group meeting (3<sup>rd</sup> June 2021)</b> D Hall updated the Group. <ul style="list-style-type: none"> <li>A presentation was made by SGT regarding their vision, in which Colin Clifton placed focus on education opportunities.</li> <li>Re the Terms of Reference narrative, discussions were based around better usage, a holistic and commercially sustainable approach.</li> </ul>	
<b>4. Update on the successful Towns Fund bid and implications for the Guildhall</b> D Hall updated the Group. <ul style="list-style-type: none"> <li>The heads of terms letter received from the MHCLG was positive and allowed the Board to prioritise projects with a mechanism for</li> </ul>	

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<p>change within the programme. No specific conditions were outlined for the Guildhall project. The Town Deal Board has until the end of August to firm up the project list, determine the priorities and collate all the necessary documents required. 12 months have been allocated from the end of August to work up the detailed business planning process. The importance of a timeline was emphasised to keep within the 12-month timeframe.</p> <ul style="list-style-type: none"> <li>• Mott McDonald have been appointed as advisor to the Town Deal Board on all business case submissions.</li> <li>• The Guildhall project is to be closely inter-linked with the HLF, so two specialist funding streams that need to be closely monitored.</li> <li>• J Curtis confirmed that the borough council had committed to underwrite the match funding if it wasn't received from the HLF. However, there is a limit on the underwriting so not a zero risk.</li> </ul>	
<p><b>4(a) National Trust (NT)</b> The Chair introduced R Clement at this juncture of the meeting with an extra item not on the agenda.</p> <ul style="list-style-type: none"> <li>• Impressions garnered by NT from the last meeting in May were the need for cohesion across the Guildhall and Creative hub projects and timelines to be clearly defined; no formal delivery/project lead was in place and decision making could prove difficult with the number of organisations within the group.</li> <li>• With the experience in place at NT, they have offered to host a visioning session.</li> <li>• R Clement introduced R Clark who has extensive experience in projects and who has agreed to share NT's available tools for the next steps via this session.</li> <li>• The Board thanked NT for the offer and accepted unanimously.</li> <li>• <b>ACTION: NT to arrange the visioning session</b> with a decision to be made on who should be part of the session - stakeholders and advisory? Importance was placed on the need to take all opinions into account on this project.</li> <li>• T FitzHigham advised the group that a visionary session had taken place for a stakeholder group which he and Cllr Nockolds had attended. It was conducted by Oakmere Solutions Ltd and it was agreed that any records or presentations from the day could help with the Guildhall session planning. <b>ACTION: M Fuller to obtain details for circulation to the Chair and NT.</b></li> </ul>	<p>R Clark</p> <p>M Fuller</p>

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<p><b>5. Formation of CIO and any steps needing support or advice</b></p> <ul style="list-style-type: none"> <li>R Clement stressed the urgency around donor contributions to the Guildhall and how the donations can be included in the project. He advised that there was a mechanism in place via the NT's 'designated purpose fund' and such an account could be set up for the Guildhall. <b>ACTION</b></li> <li>J Curtis advised the group that offers had already been received and were waiting to make donations towards the project.</li> </ul>	<p><b>R Clement</b></p>
<p><b>6. HLF EOI</b></p> <ul style="list-style-type: none"> <li>As agreed at the last meeting of the group, there was still work to do as they needed to demonstrate any significant changes since the previous application. D Hall emphasised the need to get the project right first time. It was a two-stage process which needed its own timeline within the project timeline.</li> <li>T FitzHigham recommended that the Creative Hub be more integrated into the scheme as a whole and that the group needed to be clear on how they can work together. J Curtis agreed the need to incorporate a first phase Creative Hub (maker space/hack space type facility) into the Guildhall at the White Barn but also advised that a future larger type of Creative Hub could be incorporated into the Town Centre Repurposing project as part of the Town Deal Fund.</li> <li>R Clark agreed to include the Creative Hub in the visioning session.</li> <li>T FitzHigham advised that Foster Wilson Architects had previously been involved in plans showing the Guildhall had been used as an Elizabethan Travelling Theatre. Shakespeare had highly likely performed here and with heavy emphasis placed on this history the Guildhall would become a unique attraction in King's Lynn. Foster Wilson had offered to draw up visuals for a fee of £2,000.</li> <li>Reference was made to the wooden scale models of the Guildhall, made by Richard Southern, that were currently being restored and were due to be revealed at a festival next year in King's Lynn. The models included exact measurements of the inside of the Guildhall prior to the building being refurbished.</li> <li>It was agreed that history and value of place must be considered and that the Group should re-look at the importance of moving this idea ahead.</li> </ul>	<p><b>M Muir</b></p>

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<ul style="list-style-type: none"> <li>• <b><u>ACTION:</u> M Muir confirmed she would include this in the Consultancy brief meeting on Monday 21<sup>st</sup> June and report back.</b></li> <li>• D Eve stressed the need to create an ongoing, modern day complex fit for diversification, starting with the significance of the building and recommended that the Group have sight of all significant documents in order to steer the project in the right direction.</li> <li>• The group went on to discuss the importance of a depository where information and knowledge could be accessible and shared within the Group. J Curtis confirmed that this was being looked into. As well as the Vision King's Lynn website, she would arrange for the borough council's IT department to set up a Microsoft Teams directory for everyone within the Group. The directory would hold sensitive information so all members would need to sign a disclosure form beforehand. This was agreed. <b><u>ACTION:</u> J Curtis to progress.</b></li> <li>• R Clark requested that short bios be added to the shared site for each group member so that individual experience and knowledge could be shared. Agreed. <b><u>ACTION:</u> M Baldwin to collate.</b></li> </ul>	<p>J Curtis</p> <p>M Baldwin</p>
<p><b>7. Creative Hub/Community Renewal Fund Update</b></p> <ul style="list-style-type: none"> <li>• M Muir advised that the CRF was due to be submitted the following day, 18<sup>th</sup> June 2021, so nothing to report as yet. <b><u>ACTION:</u> As soon as information was received, M Muir to feed back to the group.</b></li> </ul>	<p>M Muir</p>
<p><b>8. Towns Fund Business Case Resourcing</b></p> <ul style="list-style-type: none"> <li>• DH advised of the requirement for a consultant to work on the business plans for the Town Deal. There was a five-stage process set out by government for business plan submissions and the borough council was looking to employ a culture specialist to work alongside Mott McDonald.</li> <li>• A tender was currently being prepared for this resource with a start date for the contract ideally in September 2021.</li> <li>• M Muir and D Hall would discuss the next steps at their meeting on Monday, 21<sup>st</sup> June and circulate further information in due course.</li> <li>• The advert would be going out for an overall Town Deal Programme Manager who would receive support from Jenny Caynes on the Guildhall project at NCC until she returns to her normal duties.</li> </ul>	

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<p><b>9. Education</b></p> <ul style="list-style-type: none"> <li>As current President of the Norfolk Chamber of Commerce, M Baldwin shared his knowledge of the 'Re-skilling/up-skilling in Norfolk' project and that the Chamber had offered to help with the education side. Chris Sargisson, Chief Executive and Nova Fairbank, Chief Operating Officer, were available to assist.</li> <li>T FitzHigham had spoken with the Chief Executive, David Pomfret, of the College of West Anglia (also a member of the Towns Fund Board) with regards to a partnership between the CWA and the Guildhall. The CWA currently offers courses in drama, stage management and tourism &amp; marketing and discussions took place around workshops and classes taking place on site at the White Barn, together with the possibility of a 12-month student placement.</li> <li>With these ideas, the possibility of obtaining education funding would be feasible. Education can also be classed as a sustainable future offering for the complex.</li> <li>J Curtis agreed this would be a very important part of the TF business case to identify skills, training and business support opportunities that could be delivered by the project.</li> <li>A dedicated education and training workshop was recommended for the Group with invitations to contacts at CWA etc., possibly to take place after the EOI are received to help shape the Activity Plan required for a HLF submission.</li> </ul>	
<p><b>10. Any Other Business</b></p> <ul style="list-style-type: none"> <li>T FitzHigham recently attended a 3-day online conference which included a section on 'Shakespeare &amp; Tourism'. He believes that having a Shakespeare steer on the Guildhall would bring more tourists into King's Lynn from Cambridge and thus reiterated that Shakespeare must be kept at the heart of the business case. D Hall agreed that statistics would be hugely useful for the business plan. <b>ACTION:</b> T FitzHigham to ascertain information if possible.</li> <li><b>ACTION:</b> J Curtis, D Hall and T FitzHigham to arrange conversation regarding the production of visuals (see Item 6 above).</li> </ul>	<p>T FitzHigham J Curtis</p>

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<b>11. Date of Next Meeting</b> <ul style="list-style-type: none"><li>Confirmed for Thursday, 1<sup>st</sup> July at 2:00 pm</li></ul>	

Any questions or queries relating to the group or project please email: [visionkl@west-norfolk.gov.uk](mailto:visionkl@west-norfolk.gov.uk)