

St Georges Guildhall Advisory Group

Meeting Minutes

Date 5 th August 2021	Location Town Hall/MS Teams
Time 10am	Chair Michael Baldwin

Attendees	Apologies
Michael Baldwin (KL Town Board and Chair) Cllr Elizabeth Nockolds Cllr Graham Middleton Russell Clement Mark Fuller Tim FitzHigham Jenny Caynes Duncan Hall Jemma Curtis Robin Hanley Mary Muir Ruby Clark Lisa Smith Angela Downey	Hetty Thornton Peter Wilson

Minutes	Actions
1. Minutes of last meeting <ul style="list-style-type: none"> Tim Fitzhigham to send a copy of the statistics to Michael Baldwin. Jemma Curtis and Duncan Hall have not yet instructed visuals, they are to be produced. Hetty Thornton has provided contact details for HLF and Arts Council funding, copy to Michael Baldwin. 	TF JC/DH JC
2. Update from Focus Group regarding the Visioning Workshop <ul style="list-style-type: none"> Ruby Clark explained to the group that they need to agree the mechanics of the visioning workshop and pause to see how this aligns with the consultant once they have been instructed. 	
3. Discussions with HLF and Arts Council <ul style="list-style-type: none"> Jenny Caynes explained to the group that she had decided not to go ahead with an application for ACE funding as the project was not ready for EOI. The funding is looking for projects specifically that are ready to go. 	
4. Update on Creative Consultant appointment <ul style="list-style-type: none"> Mary Muir thanked the members of the group in their assistance with developing the brief for the request to quote. She explained that the request had been distributed on the 26th July with quotes expected by the 16th August with interviews scheduled for 26th August. 	

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<ul style="list-style-type: none">• Duncan Hall asked if the brief had been sent out to consultants who had already been contacted and Mary replied that they had.• Tim Fitzhigham mentioned that he had also forwarded the request to quote to an additional consultant.	
<p>5. Proposal to include Neil Grommet on the Advisory group</p> <ul style="list-style-type: none">• Michael Baldwin stated that Neil Gromett should be involved in the 'meanwhile' uses for the complex and should we consider inviting him to the Advisory Group• Cllr Graham Middleton stated that delivery of the project could take up until 2026 and therefore there is a period of up to 5 years in while Alive West Norfolk could be involved in facilitating meanwhile uses of the complex.• Jemma Curtis acknowledged that the stakeholder group was better to consider meanwhile uses and that the Advisory Group's focus should be on work to develop the longer-term plan.• Russell Clement agreed that meanwhile uses was outside of the Advisory groups remit.• Jemma Curtis suggested that it could be made an agenda item for the next meeting of the Stakeholder & Community Group (SCG) and that what the Advisory group were looking at, should be conveyed to the Stakeholder group. Tim Fitzhigham should consider a role of 'looking after' the stakeholders. ACTION – add item for discussion to next SCG agenda on 9th September.	JC
<p>6. Involvement of the Stakeholder group in the Visioning process and what that looks like</p> <ul style="list-style-type: none">• Michael Baldwin explained that the next meeting of the SCG group was arranged for the 9th September and that they have a lot of queries regarding the work of the Advisory group and the vision for the complex.• Cllr Elizabeth Nockolds stated that the Stakeholder group should be involved in the visioning exercise. Michael replied that the advisory group need to firm up the arrangements, presentation, and facilitation of the visioning session to give the SCG the best opportunity to input.• Tim Fitzhigham recommended that the visioning meeting be held once the consultant is appointed.• Ruby Clark said that it needs to be decided who attends the visioning exercise and that it needed to be articulated what was required and what was wanted from the process. The group also needs to decide who needs to be included in the outputs.• Michael raised concern about implications on progressing the project and his commitment to convey to the Town Deal Board. Cllr Nockolds mentioned that some members of the stakeholder group are not likely to attend the visioning exercise and Jemma Curtis said that the advisory group needed to agree a list of attendees. ACTION – To consider a list of attendees	JC/RH/JC

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<ul style="list-style-type: none"> • Russell Clement agreed that sticking to dates of meetings was difficult but vital for progress to be made and agreed that a list of stakeholder attendees should be agreed as soon as possible. • Duncan Hall suggested the Cultural consultant was critical to the next stage of the process and that a pause should be considered so that they could be involved with the visioning session. • Michael Baldwin requested that his disappointment in a delay be noted in the minutes but that he would take the general consensus. • Tim Fitzhigham stated that the consultant would need to be involved and we could ask what date consultants could make. He said that if it wasn't the 9th September, the timeline would need to be more fluid. • Jemma Curtis offered to send a note to all of the consultants quoting asking if they could be available on the 9th September but questioned whether it would give enough time to make the visioning exercise a good event, however the stakeholder meeting could be kept for the 9th September to discuss meanwhile uses and an introduction to the visioning event • Cllr Graham Middleton asked to keep the 24th August in the diary as a preparatory working session ahead of the consultant appointment and visioning session. ACTION - meeting on 24th August to proceed. • There is a need to provide the stakeholder group with focused questions • Ruby stated that she had a session already mapped out for the 24th August that could be run with which should help answer queries in preparation for consultant appointment and visioning session. • Discussion on role of new Cultural Officer in the delivery of this project. Agreed a dedicated project manager/leader was required to oversee delivery of the scheme with the Cultural Officer looking at wider capacity building. The National Trust have offered to host, recruit the role of Project Manager and forward fund if required. ACTION - To include project manager position in the Town Deal cabinet report going on 24th August. • Jemma mentioned that they had been informed by the Government that there would be a 5% advance of the Towns Fund in the Autumn and that this could be used to advance the project. She asked if National Trust could provide example job description to assist. Ruby advised they have a good record of recruitment and could set this in motion ASAP. ACTION - RC to send example JDs 	<p>RC</p>
<p>7. Any other business</p> <ul style="list-style-type: none"> • Michael to find location of the next meeting on 24th August, Russell offered the use of Gressenhall if no alternative could be found. • Tim Fitzhigham asked which buildings were the subject to the proposal and this needed to be included in any meeting discussion. ACTION – Print plans of Guildhall complex. • Cllr Middleton asked whether it would be possible to the graphics department to create a display for the glass frontage of the Guildhall to make people aware of the potential uses and outcomes of the complex to reassure the public that things are happening. 	<p>JC</p>

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| <ul style="list-style-type: none">• Michael Baldwin asked for members of the group to forward their biographies to Ruby so that they could be included in the display. Russell seconded the idea of graphics and Jenny agreed to create the content incorporating the stakeholder partners involved.• Michael agreed that it needs to be aspirational and inspirational. | |
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Date of next meeting

24 th August 2021, full day. Location to be confirmed. Michael Baldwin to provide lunch, any dietary requirements to be forwarded to Michael.
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