

KING'S LYNN TOWN DEAL BOARD

MEETING MINUTES

Date Wednesday, 25 August 2021, 14:00	Location Via Microsoft Teams
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Attendees	
Board Members:	Graham Purkins (Chair), Michael Baldwin (Deputy Chair), Lorraine Gore, Neil Gromett, Andrew Stevenson, David Pomfret, Cllr Elizabeth Nockolds, Cllr Graham Middleton, James Wild MP, Jim Major, Simon Morris, Rik Martin, Carly West-Burnham (for Laura Skaife-Knight), Karen Bate (for Nicci Broughton), Rebekah Mercer (for Howard Martin), Cllr Andrew Jamieson, Nova Fairbank
Officer Leads:	Duncan Hall, Jemma Curtis, Hannah Grimes, Michelle Gant, Thomas Humphries

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: Brendan Legrove, Emma Taylor, Frank Thompson, Robin Hanley, Laura Skaife-Knight, Nils Winkler, Tim Drew, Vicky Etheridge, Harry Seaton, Cllr Richard Blunt, Hetty Thornton</p> <p>Officer Leads: Lisa Roberts, Michelle Drewery, Sharon Clifton, Vince Muspratt, Matthew Henry, Debbie Gates</p>	
<p>2. Declarations of Interest</p> <p>David Pomfret, CWA re School of Nursing</p>	
<p>3. Introduction - G Purkins</p> <p>G Purkins welcomed everyone to the meeting and advised that the final projects list was ready to be approved by the Board and should be submitted to MHCLG by 31st August.</p>	
<p>4. Minutes of Previous Meeting – 21 July 2021</p> <p>The minutes of the meeting of 21 July 2021 were agreed as an accurate record.</p>	
<p>5. Town Deal Project Prioritisation & Confirmations – J Curtis</p> <ul style="list-style-type: none"> J Curtis shared the list of projects with the Board and explained the slight changes since the TIP submission in February 2021 that had been discussed with the board at the last meeting relating to the Active & Clean Connectivity programme. 	



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<ul style="list-style-type: none"> • The borough council’s Cabinet approved the list on 24 August 2021 subject to the TDB’s agreed sign-off today. • No questions were raised and the projects list was subsequently agreed by the Board. • Next Steps: <ul style="list-style-type: none"> ○ G Purkins and M Drewery to sign off the agreed projects list ready for submission to MHCLG before 31st August. ○ Subject to government approval of project list a grant offer will be made – note this is not contractually binding until the detailed business cases have been approved. ○ Detailed business cases to be drawn up and drafts to be presented to the TDB prior to submission to MHCLG by June 2022. ○ TDB meetings to become fortnightly from October 2021 but will be cancelled nearer the date if not required. ○ Board and Stakeholder Group input to increase at the draft business case stage. ○ A comms and engagement plan to be drawn up for each project. ○ First two projects to have business cases will be Youth & Retraining, and Public Realm. 	
<p>6. Draft Local Assurance Framework Plan – J Curtis</p> <p>G Purkins advised that:</p> <ul style="list-style-type: none"> • MHCLG required a Local Assurance Plan for all Town Deals Boards to ensure robust and appropriate assurance and due diligence of business cases. • A TD Officer Programme Board had already been set up to manage the project teams and oversee resources. Cabinet Members and TD Chair and Deputy Chair have now been invited to join for non-operational items. • Cllrs G Middleton (Deputy Leader) and R Blunt (Portfolio holder for Regeneration) agreed to join the programme board. • The TD board agreed to the above. ACTION: Local Assurance Framework to be updated and recirculated. <p>J Curtis went on to explain the process required by government, which was being followed in line with other councils/LEPs. The Local Assurance Framework plan will be a published document.</p> <p>G Purkins went on to explain that changes will be made to the Board. Board membership to be reviewed according to contribution/interest/expertise, and terms laid out in future meetings.</p>	<p>JC</p>
<p>7. Communications & Engagement Plan – M Gant</p>	

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<p>G Purkins/Cllr Middleton referred to recent news articles around the Town Deal and stressed the need for comms to be extended with more community involvement going forward. A sub-group for each project is to be formed, made up of community and business experts. The VKL website would become more transparent.</p> <p>M Gant advised the board of key points on the comms strategy:</p> <ul style="list-style-type: none"> • Comms would be targeted towards businesses, subscribers (currently numbering 800), participants and stakeholders. • Regular notes and updates would be added to the website. • Targeted plans and milestones for each project would be communicated to a variety of areas for consultation purposes. • Expected by summer 2022: The USP, brand, marketing and tools to promote King's Lynn together with the benefits of the Town Deal Fund. • The expectations of the fund would be communicated to the public. • J Wild recommended comms releases be circulated to correct the recent erroneous reports. ACTION: M Gant agreed that updates would be ready to go to the press, with an opinion piece and also a how-to guide on how the public could get involved. • ACTION: Updates for the website should be forwarded to S Clifton or M Gant for their collation. • N Fairbank drew attention to the networking event that is being planned by the Chamber on 23rd September, one of the aims of which was to highlight each project on the ground to the business community. 	<p>MG</p> <p>ALL</p>
<p>8. Town Deal Sub-Groups Feedback</p> <ul style="list-style-type: none"> • Guildhall Advisory & Creative Hub Group – M Baldwin M Baldwin updated the Board. Funding elements to be considered. Support from National Trust now in place to assist with focus. A Visioning day of the Advisory Board was held on 24 August 2021 and will form the basis for further development and input from the Stakeholder Group on 9 September 2021. • Public Realm Group – V Etheridge J Curtis updated the Board on behalf of V Etheridge. Repurposing of buildings was currently under discussion. A dialogue with property owners had begun, with the borough council leading on investigations prior to the Public Realm Group getting more involved. The main focus for the group for now was focus on the Public Realm £300,000 project, focusing on the railway to riverfront route. Many ideas have been suggested which were being worked through for feasibility and cost. A site walk would be planned for around two weeks' time. Costings and engagement with bidders and businesses would be included in public engagement. 	

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<p>9. Any Other Business</p> <ul style="list-style-type: none"> School of Nursing – D Pomfret Although there is slippage with the onsite build phase, the modular building is being built off site and is currently on track. In good dialogue with the UEA. Possible slight slippage but expecting the opening date still to be early 2022. Renewal Plan Engagement Pack The plan was attached with the agenda although no representative from the LEP was available. J Curtis advised the board of the amount of work put into the plan, as per the email that was attached to the agenda. ACTION: Board invited to submit comments to LEP. 	ALL
<p>10. Date of Next Meeting</p> <p>Wednesday, 22 September 2021, 2:00 – 4:00 pm via Microsoft Teams</p>	

Meeting closed at 14.45

DRAFT



Borough Council of
**King's Lynn &
 West Norfolk**

