

# ST GEORGE'S GUILDHALL COMPLEX ADVISORY GROUP

## Meeting Minutes

<b>Date</b>	<b>3 November 2021</b>	<b>Location</b>	<b>Remotely via Microsoft Teams</b>
<b>Time</b>	<b>4-5pm</b>	<b>Chair</b>	<b>Michael Baldwin</b>

<b>Attendees</b>	<b>Apologies</b>
<p>Michael Baldwin – Chair</p> <p>Jemma Curtis – Regeneration Programme Manager BCKLWN</p> <p>Louise Godfrey – Administration</p> <p>Cllr Elizabeth Nockolds – Heritage Cultural Champion</p> <p>Cllr Michael De Whalley – West Norfolk Disability Service</p> <p>Philip Bayfield – Alive West Norfolk</p> <p>David Nash – Chair KLODS</p> <p>Andrew Jarvis – Director KL Shakespeare Festival</p> <p>Doreen Leventhall – Chair KL Town Guides</p> <p>Wendy Fisher – Chair KL Players</p> <p>Sharon Fox – KL Players</p> <p>Angela Downing – National Trust</p> <p>Hetty Thornton – Historic England</p> <p>Rachel Williams – Learning and Engagement officer</p> <p>Adrian Parker – Shakespeare Guildhall Trust (SGT)</p>	<p>David Eve – Historic England – Hetty Thornton to attend in place.</p> <p>Paul Gibson – Programme Manager CWA</p> <p>Natalie Jode – Creative Arts East</p> <p>Veronica Sekules – Groundwork Gallery</p> <p>Ema Holman – King's Lynn Festival</p> <p>Cllr Lesley Bambridge – BCKLWN Ward Cllr</p>

<b>Minutes</b>	<b>Actions</b>
<p><b>1. Apologies and Introductions</b></p> <ul style="list-style-type: none"> <li>• Apologies received as above.</li> <li>• Michael Baldwin asked attendees to introduce themselves to the group.</li> </ul>	
<p><b>2. Terms of Reference (TOR)</b></p> <ul style="list-style-type: none"> <li>• Michael asked the group if they had seen the TOR and whether anybody had any amendments.</li> <li>• Adrian made comment on the first paragraph saying that it was very detailed and that a more general statement might be more appropriate, he offered to provide an alternative paragraph.</li> <li>• Jemma said she was happy to amend.</li> <li>• Sharon said that it would be helpful to ensure the language used was consistent with the manifesto.</li> <li>• Michael and Jemma to revisit. Michael asked if the group were happy to agree the wording by email.</li> <li>• Adrian asked whether the membership list on page three had been clarified.</li> </ul>	

<ul style="list-style-type: none"> <li>• Michael explained that SGT are invited to the group but that the membership list had been intentionally left open so that people could be invited to the group as and when required. He stated there was a broad range of users of the Guildhall. The project board has 4 members, Michael Baldwin, Cllr Middleton, Russell Clement from the National Trust and Duncan Hall (project sponsor), the Advisory Group does the work which Michael will take to the Project Board. The group has been kept small as there will be work to do and participation is expected of members.</li> <li>• Sharon Fox believes it would be good to have a schematic of how the groups work.</li> <li>• Jemma had previously shared an organigram. <b>ACTION:</b> Louise Godfrey will send a copy with the minutes.</li> </ul>	<p>LG</p>
<p><b>3. Vision Manifesto</b></p> <ul style="list-style-type: none"> <li>• The manifesto had been circulated by Louise giving everybody a chance to read it. It builds on previous work undertaken and is framed on what was discussed before but now aligns with funder's priorities. Previous work focused on the Guildhall specifically but now the entire site is included. The Project Board agreed the vision to begin work but it needs sense checking with the group. Jemma asked the group if they felt anything was missing.</li> <li>• Angela added that she thought it was a fantastic project but that it had been challenging to articulate the aims and ambitions of the project. She said that external funding is difficult particularly following Covid and that there was huge competition so it's vital to demonstrate deliverability and who it is being delivered for.</li> <li>• Hetty said that the documents were good and reflected the heritage well, she stated that it would be advantageous to get the community involved in the preservation of the site and that the National Lottery Heritage Fund would need to see a correlation of buildings on site and that there was a need to ensure sustainability.</li> <li>• Cllr De Whalley said that there was an interest in the reduction of energy use and asked about the plans for air source heat pumps and whether these were being installed specifically for the Guildhall or across the site entire.</li> <li>• Michael replied that the air source heat pumps were already being installed.</li> <li>• Jemma advised that Robert Wiseman may be able to assist but that Cllr De Whalley should email member services with his query.</li> <li>• Adrian Parker would like to see a stronger emphasis on the medieval complex, stating it is the only location in town from road to river and it the site is to be sustainable it will require footfall.</li> <li>• David agreed the site needed footfall. He asked Hetty if she had regular meetings with the National Lottery Heritage Fund and whether heritage skills were considered by the Government.</li> <li>• Hetty confirmed that the Government were pushing the stem skills and that heritage skills has suffered as a result.</li> <li>• David said that the project would be a great way to get the community involved.</li> <li>• Hetty was happy to discuss further outside of the meeting.</li> </ul>	

#### 4. Project Next Steps

- Jemma stated there had been some changes on the project governance, the new Project Board and Advisory Group. The manifesto has been developed and a lead design brief was being developed ready to go to tender. She shared that the Project Manager position has closed and received 6 applications. She said that the visit from the NLHF had gone well and the meeting was positive, the EOI is in the process of being drafted. The stage 1 application requires submission by March 2022. She continued that FEI had been employed to support the writing of the NLHF Business Plan and the Towns Fund business case and that Tim FitzHigham has been employed by FEI to act as an interim creative director. Tim is tasked with developing an activity plan for the whole complex to inform the Business Plan
- Jemma was aware that some members might know of the plan for an Elizabethan Theatre option and explained that schematics were being drawn up which would be shared with the group once completed. She said the options needed ruling in or out quickly. This week saw the development of a communications and engagement plan now the vision manifesto was complete. She stated that the communications plan was critical and asked for assistance in pushing out these communications once it is up and running
- Adrian said there was a need for a report on catering and meanwhile uses.
- Jemma explained that the activity planning had been broken down in to 8 workstreams, catering being one. She advised that some of the group may have been invited to a workstream group already as the meetings had already been set up. There was a requirement for the activity plan to be completed before Christmas. She continued that if members hadn't been asked but felt they had a contribution to make, to let Louise Godfrey know and she would pass their details to the relevant organisers.
- Hetty asked whether community involvement should be included in the workstreams.
- Jemma advised that the programming should include those community groups that use the site and deliver a programme in the Guildhall but that they wanted to find future users also.
- David suggested making contact with CITB in Bircham Newton as they would be able to offer advice as they deal with stonework and glass work etc.
- Adrian said that a requirement of the ultimate contract should include apprenticeships.
- Michael had had a conversation with David Pomfrett at the College of West Anglia who was very keen to get the young people there involved in the project. He thanks Jemma for her hard work.
- Jemma responded that it had been a team effort.

#### 5. Question and Answer Session

- David asked about the timeline for the project. He said there had been lots of talk but not much action and asked about the funding.

<ul style="list-style-type: none"> <li>• Jemma said the proposed project cost was just under £9m. She said that £4.85m was from the Towns Fund and a further £3.3m would be sought from the NLHF and finally the council would invest £750,000. The funding from the NLHF was critical as this would provide match funding and whilst the feedback was very positive, it is competitive. Jemma said that once the funding was released the project could be phased. Listed building applications, contractors etc would all be required and therefore nothing was likely to happen on site until 2023 and therefore more resource was required to look at meanwhile uses.</li> <li>• Sharon agreed that it sounded incredibly challenging to continue without a project manager and asked if the NLHF bid was not successful how it would be managed. She said a good project manager would be vital.</li> <li>• Sharon stated that she thought it would be helpful to have meeting times in advance.</li> <li>• Jemma said that the intention is only to meet when this are ready for review and it was likely that there may be another meeting of the group prior to Christmas to discuss the activity plan.</li> <li>• Hetty asked if an Arts Development Officer had been considered funded by ACE. She said that they could start doing work at the Guildhall.</li> <li>• Jemma explained that there is a plan to recruit a cultural officer but wasn't aware of the timescales for this.</li> <li>• Adrian was concerned about the activity planning programming meetings. He imagined it to be part of the meanwhile uses but it doesn't appear to be. He said that the meeting on Saturday needed re-iterating for those attending so they know what it is about. He continued that footfall equated to spending and that there should be an avoidance of vehicles in the courtyard.</li> <li>• Michael said that the NLHF meeting was very positive and that the group has been given a 4-hour tour of the site in its current state and they were able to see the potential. The National Trust is also very keen. All want it to be an international centre and no part of the site is not for use. There is a need to make it sustainable for the long-term future and all should be behind the project 100%</li> <li>• Angela said that the NLHF had asked about the potential of engagement with young people. She asked that those members of the group who are attending on Saturday to bear it in mind.</li> <li>• Michael said the youth are the future and this is an exciting project.</li> </ul>	
<p><b>6. Any other business</b></p> <ul style="list-style-type: none"> <li>• Michael is going to take the discussion to the Project Board and hopes to answer all queries.</li> </ul> <p>Meeting closed at 17:11</p>	