

KING'S LYNN TOWN DEAL BOARD

Date Wednesday, 17 November 2021 14:00	Location Via Microsoft Teams
--	-------------------------------------

Attendees	
Board Members:	Graham Purkins (Chair), Michael Baldwin (Deputy Chair), Lorraine Gore, Andrew Stevenson, Cllr Elizabeth Nockolds, Cllr Richard Blunt, James Wild MP, Rik Martin, James Fowler, Lisa Roberts, Alistair Cox, Hetty Thornton, James Fowler, Brendan Legrove, Vicky Etheridge, Robin Hanley
Officer Leads:	Duncan Hall, Jemma Curtis, Michelle Gant, Ged Greaves, Vanessa Dunmall, Michelle Drewery, Vince Muspratt, Natasha Morter, Tom Humphries

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: David Pomfret, Anita Jones, Carly West-Burnham, Howard Martin, Tim Drew, Cllr Graham Middleton</p> <p>Officer Leads: Sharon Clifton</p>	
<p>2. Declarations of Interest</p> <p>None.</p>	
<p>3. Introduction - G Purkins</p> <p>G Purkins welcomed everyone to the meeting and highlighted that some members had still not completed and returned their 'declaration of interest' forms. ACTION: Outstanding forms to be submitted by 26 November 2021.</p>	ALL
<p>4. Minutes of Previous Meeting – 20 October 2021</p> <p>The minutes of the meeting of 20 October 2021 were agreed as an accurate record.</p>	
<p>5. Multi-Use Community Hub comms strategy</p> <p>Natasha Morter, Head of Communities, introduced herself and shared a presentation. ACTION: Members to provide feedback to Michelle by the end of the week. Chief Exec and Leader PA to circulate presentation.</p>	ALL



<p>6. Town Deal Board Membership update</p> <p>G Purkins confirmed that the Board is aiming to reduce its number to 15, consolidated through the appropriate governance and ideally by 15th December.</p> <p>Emails have been sent to those members who are standing down and some resignations have been received. Again, G Purkins relayed his thanks for the support given to date from everyone involved.</p> <p>It was felt that there was a gap on the Board for representation from the community sector and following subsequent approach and discussions Bishop Jane indicated she would be delighted to join the Board.</p> <p>G Purkins proposed Bishop Jane joins the Board. There were no objections.</p> <p>Motion carried that Bishop Jane would become a Board Member.</p> <p>The Terms of Reference will be updated to reflect the changes to the board membership.</p>	
<p>7. Youth & Retraining Pledge Draft Business Case (Introduction)</p> <p>G Purkins referred to the training held last week, providing Town Deal Board members with an overview of:</p> <ul style="list-style-type: none"> • The Government's Green Book guidance on the appraisal of policies, programmes and projects • The Borough Council of King's Lynn and West Norfolk governance framework <p>G Purkins advised that the draft Business Case will go back to the board for formal approval, ideally at the 15th December meeting.</p> <p>a. Business case assurance process</p> <p>D Hall advised this will go to an external consultant for an independent appraisal and will go back to the board for final sign off.</p> <p>b. Draft business case</p> <p>T Humphries presented the Project Business Case for the 'King's Lynn Youth & Retraining Pledge</p> <p>c. <u>ACTION</u>: Comments on the draft business case to T Humphries</p>	<p>ALL</p>
<p>8. Town Deal Project Status Report</p> <p>JC will answer any questions via mail. 5% advance imminent.</p>	

<p>9. Town Deal Sub-Groups feedback</p> <p>School of Nursing</p> <p>G Purkins on behalf of D Pomfret advised that the modular building is up and the fit-out is taking place, handover scheduled in Dec.</p> <p>a. Guildhall Advisory & Creative Hub Group – M Baldwin advised that the revised advisory group has met, it was positive and engaging. FEI consultants undertaking detailed engagement on several workstreams to develop the business plan. Visuals commissioned to help articulate what the theatre may look like,</p> <p><i>Copy of minutes available at: St George's Guildhall & Create Hub Advisory Group Agenda 03-11-21 (visionkingslynn.co.uk)</i></p> <p>b. Public Realm and Repurposing Group</p> <p>V Etheridge advised the group are currently prepping the Business Case and should have some visuals next week.</p> <p>They would like to do branding and place shaping exercise to inform the art-work commission in the new year.</p> <p><i>Copy of minutes available at: https://www.visionkingslynn.co.uk/wp-content/uploads/2021/11/town_centre_repurposing_public_realm_minutes_011121.pdf</i></p> <p>c. Skills Group</p> <p>No update for this meeting.</p>	
<p>10. Communications & Engagement update</p> <p>G Purkins emphasised that good communications and community input to the projects is a critical part of the process. Recent feedback from an external specialist consultant supporting the TF was very positive on our Comms & Engagement Strategy document – we need to keep building on this good foundation.</p> <p>a. Young persons' survey (document attached)</p> <p>b. Pop up survey (document attached)</p> <p><u>ACTION:</u> M Gant asked for any feedback and suggestions please.</p>	<p>ALL</p>

KING'S LYNN TOWN DEAL BOARD

<p>11. Community Renewal Fund update</p> <p>Vince Muspratt presented a slideshow on outcomes of the Community Renewal Fund applications for Norfolk. Norfolk secured the 4th largest funding allocation. VM and the team that put together the CRF bid were thanked for their hard work and congratulated on a very successful outcome. <u>ACTION:</u> E Ellett to circulate presentation.</p>	<p>EE</p>
<p>12. Town Deal Board next steps</p> <p>G Purkins advised it is intended that the restructuring will be finished at the next meeting. In parallel planning for 2022 is in progress which will include moving to face to face meetings and arranging a coaching session with an external specialist Towns Fund consultant.</p>	
<p>13. Date of next meeting</p> <p>15 December 2021, 2pm – 4 pm</p>	

Meeting closed at 16:02



Borough Council of
King's Lynn &
West Norfolk

