

KING'S LYNN TOWN CENTRE PUBLIC REALM & REPURPOSING WORKING GROUP

Meeting Minutes

Date Monday 10 th January	Location Microsoft Teams
Time 15:30 – 17:00	Chair David Pomfret

Attendees		Apologies	
David Pomfret	CWA	Julia Nix	DWP
Anita Jones	Freebridge	Stuart Durrell	DWP
Becky Box	BCKLWN	Ruth Royle	NCC
Carl Fiander	Adult Learning	Denise Saadvandi	Adult Learning
Debbie Gates	BCKLWN		
Jan Pitman	Nflk Mus. Service		
Glen Todd	NALEP		
Thomas Humphries	NCC		
Louise Collins	NCC		
Jemma Curtis	BCKLWN		
Laura Bowater	UEA		
Natasha Waller	NALEP		
Nicci Broughton	DWP		
Robert Jakeman	West Norfolk CCG		
Sarah Blackledge	DWP		
Natasha Hayes	NCC		
Sophie Bates	Freebridge		

Minutes	Actions
<p>1.Skills Sub-Group Role (DP)</p> <p>Terms of Reference</p> <p>This group is one of a number of sub-groups that have been established at the request of the Town Deal Board.</p> <p>The investment plan for the area was submitted and approved in principle by government. We now need to submit detail-specific funded project proposals for approval.</p> <p>The board wishes to ensure that quality bids are submitted and delivered. One of the routes for doing that is to ask a number of thematic subgroups to oversee the work of particular projects.</p> <p>While this project is at the smaller end in terms of funding, skills is one of the key priorities.</p> <p>The group is to act as the eyes and ears of the town deal board, its role being to oversee the project, to provide continuing support and</p>	

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challenge to the project and to look at the wider picture around skills, including links to other projects.
Important to remember to keep focused on the project, to challenge, to identify gaps and barriers, to work collaboratively and to raise awareness of activity that is already happening.
Members of the group will have oversight of skills delivery across the Kings Lynn locality; promote service alignment and bring teams together to work in the best way; work to support a successful implementation of our element of the project, ensuring that we use our expertise to provide advice, guidance support and challenge to the delivery team; be advocates for the wider piece of work.

Governance

The group's purpose is not to make specific decisions but to advise and guide the town deal board around the skills piece, and it has been specifically formed as such. The longevity of the group is to be determined; the project should deliver by 2024 and there will be some post project evaluation. As we head towards that timeline, consideration will be given to the future of the group.

GC noted that the youth retraining project is potentially a project that could be developed for future funding through the shared prosperity fund.

DP noted that, in relation to this point, we might want to think about the wording in the terms of reference, in terms of broadening the narrative around horizon scanning and ideas generation.

Important to have wider long-term oversight of potential opportunities so that we can be in a position to shape something when funding opportunities come along.

TH noted that the project can also be seen as a driver to support the long-term infrastructure.

Membership

TH raised the question of whether the group has a mandate for asking a representative from Children's Services to join.

DP advised we do have a mandate; there are strong connections to the work of Children's Services and we should extend an invitation.

In terms of numbers, the group looks fine and there is broad representation.

TH

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<p>There was broad endorsement for the terms of reference, understanding of the governance framework and a representative membership. Term of Reference to be altered around the wider connections to identifying future skills needs and possible links into funding streams.</p>	<p>TH</p>
<p>2. Previous minutes action</p> <ul style="list-style-type: none"> • NB - Skills Awareness: Ashleigh English is the new Norfolk Schools Advisor. DP noted that it is important to let schools know of the appointment and the work Ashleigh is doing. • Action for DP and TH has been picked up. A member of Ruth Royle's team met with students at CWA and sought feedback about careers advice and guidance. Students reported that careers advice can be boring, the language used can sometimes be a barrier to understanding, it needs to be more visual, and it isn't always impartial. It was also noted that the thought of going on work experience can be quite daunting. • TH - Presentation was shared. • DP noted that it would be useful to think about how the group communicates and how information is shared with members. Could there be a SharePoint where minutes could be uploaded, and project update reports and datasets shared? 	<p>TH</p>
<p>3. King's Lynn Youth Retraining Pledge/Progress update – TH</p> <p>TH gave an update on project status and implementation (presentation provided).</p> <p>Key headlines include:</p> <ul style="list-style-type: none"> • Project value: £442,000 • Delivery: April 2022 – March 2024 • Outputs include: 335 Learners achieving qualifications, 42 young people evidencing increased employability • Initial project to be submitted /funded through VKL • Full Green Book business case developed • Project Summary Document is subject to internal assurance/S151 on 12th January 2022 and submission to DLUHC is due 14th January 2022 	

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<ul style="list-style-type: none"> • Project Set-Up & Soft Launch (01/01/2022 – 30/06/2022) • Currently working on a number of actions in the project plan: Staff Recruitment /Secondment process from end of w/c 17th January 2022 Developing DPS Process Stakeholder Engagement Plan Project briefings/Coordinating role Referral Pathways Partner Self-Assessment Tool Design processes for five steps of KLYRP • TDB Skills Forum – consideration / support TH would like early discussions and thoughts on: stakeholder development, engagement with schools and specialist providers, engagement with employer base, project accommodation, evaluation framework, wraparound employment support and progression to HE. <p>DP asked JC how quickly we might expect a response from government if we submit on 14th January as proposed. JC advised that the business case will be signed off at a local level; we are not expecting any formal feedback from government. Funding could be in the bank by March 2022.</p> <p>DP noted topic of debate in chat: suggestion that people are happy to have a conversation about whether there is some scope for use of existing premises to support the project team.</p>	
<p>4. King's Lynn Multi-User Community Hub (MUCH) – NH</p> <p>NH gave an update on the Multi-User Community Hub (slides provided).</p> <p>The proposal is to relocate the existing library to a proposed location (Argos building) as part of a multi-use hub which can house a range of community support services and services like Adult Learning. The flagship facility will enable residents to gain the skills they need to thrive and meet the needs of local employers by providing the facilities and support structures for learning and upskilling. The hub will support the aims of the youth retraining pledge and could provide careers advice and guidance, and employability support. The project costs were originally estimated to be £8.36m</p> <ul style="list-style-type: none"> • NCC contributing £2m capital and project resource 	

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<ul style="list-style-type: none"> Towns Deal funding £4.36m <p>No source for the additional £2m capital funding (hoped to come from external partners and unsuccessful FHS bid).</p> <p>Community Renewal Fund application for £740k for detailed design to RIBA stage 4 and community consultation/ engagement (proposed and existing site) – was unsuccessful</p> <p>Available budget for the project including project, design, survey and site acquisition costs is £6.36m</p> <p>Consultation and engagement:</p> <ul style="list-style-type: none"> Consultation took place in December; 379 responses; Outcomes currently being analysed <p>LB asked if the project had any contact with charities working with ex-offenders.</p> <p>NH advised she will ask her library colleagues, and noted it was a good idea to engage with those groups.</p> <p>NH noted it is important to be mindful of how this project connects with other projects and that projects are complementary.</p> <p>NW has mapped out projects and will continue to do that – it will be an ongoing piece.</p> <p>It was noted that this group has a monitoring role and is in a good position to ensure that projects align.</p>	
<p>5. Updates</p> <p>JP updated on Kick the Dust project. Youth focused, skills focused project. Project is officially finishing in November, but funding will be continuing. JP asked how we can align with and feed into this project?</p> <p>DP noted to NW that it might be worth having the mapping exercise as an agenda item at the next meeting.</p>	<p>NW</p>

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<p>DP noted that the School of Nursing studies building is up and will hopefully be complete by the end of next month. First cohort of Level 5 Associate Nurses has started.</p> <p>Also launched T-Level in Health & Social Care & Adult Nursing.</p> <p>CF noted that first adult construction learners started today. Courses are filling up quickly.</p> <p>As part of CRF project, Adult Learning are looking for premises in King's Lynn.</p>	
<p>6. AOB</p> <p>DP noted that it would be useful to get a number of meeting dates in calendars and to have a forward rolling programme. DP to explore with TH.</p>	DP/TH