

KING'S LYNN TOWN DEAL BOARD

Date Friday, 13 May 2022 13:00	Location HYBRID Via F2F in Town Hall and Microsoft Teams
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Attendees	
Board Members:	Graham Purkins, Rik Martin, Andrew Stevenson, Cllr Richard Blunt, James Fowler, Brendan Legrove, Lisa Roberts, Lorraine Gore, Vicky Etheridge, James Wild MP, Cllr Graham Middleton
Support Members:	Jemma Curtis, Vince Muspratt, Michelle Drewery, Duncan Hall, Harriet Birchall, Vanessa Dunmall, Sharon Clifton, Alexa Baker, Ged Greaves, Ceri Sumner, Hetty Thornton

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: Cllr Nick Daubney, David Pomfret</p> <p>Support Members: Michelle Gant</p>	
<p>2. Declarations of interest</p> <p><u>ACTION:</u> Liaise with A Baker to complete all declarations of interest to be loaded on to the Vision King's Lynn website.</p> <p>Declarations of interest were recorded for:</p> <ul style="list-style-type: none"> James Wild MP – Resident (in the area covered by the Riverfront project) David Pomfret – Principal of College of West Anglia (School of Nursing project) Michael Baldwin – Business owner (in the area covered by the Riverfront project) 	HS
<p>3. Introduction – G Purkins</p> <p>The focus of this meeting was to be on Item 7, agreement to Project Adjustment Forms.</p>	
<p>4. Minutes of previous meeting – 22 April 2022</p> <p>The notes were agreed as an accurate record.</p>	
<p>5. Matters arising</p>	

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<ul style="list-style-type: none"> • <u>ACTION:</u> G Middleton to submit photo and bio to S Clifton for publication on the VKL website. • <u>ACTION:</u> Circulate one-minute video to each Champion 	<p>GM</p> <p>SC</p>
<p>6. Communications and engagement update – S Clifton/J Fowler</p> <ul style="list-style-type: none"> • S Clifton shared her update (report attached) with the board. • <u>ACTION:</u> J Curtis and S Clifton to liaise on coordinating press release to coincide with the R&D agenda which will be circulated on 25 May. • <u>ACTION:</u> All board members to email J Fowler with 2/3 sentences for 'Brand Voice'. Why are you on the Town Deal Board? What are your views on the purpose of the Town Deal Board? 	<p>JC/SC</p> <p>ALL</p>
<p>7. Agreement to Project Adjustment Forms</p> <ul style="list-style-type: none"> • D Hall shared the Table (7.a) attached) which summarised the proposed adjustments. • Thanks were recorded for all those involved in completing the forms at short notice. • It was confirmed that the cabinet report will be published with the report on 25th May at which point the information will become public. • <u>ACTION:</u> Any typos/errors on the PAFs to be fed back to J Curtis via email. • Discussions ensued around each project and the proposed adjustments and the following points were noted: <ul style="list-style-type: none"> ○ Any matching funding would be confirmed by the business case submission dates. ○ Riverfront – Proposed changes to this project were advised. ○ MUCH – Due to environmental issues/carbon offset, no decision had yet been made on whether to keep the foundations or demolish the building. A public health offer would be included within the building. A Community Diagnostic Centre was ruled out due to the size required. ○ Guildhall – Lottery fund application outcome expected in September. National Trust very invested in the project. A meeting had been arranged with the Chair and Vice Chair of the Shakespeare Guildhall Trust ('SGT') to discuss their support for the project. ○ Town Centre Repurposing – An element of the outputs of the project would be transferred to MUCH – including business space. <u>ACTION:</u> J Curtis and V Etheridge to discuss which elements would be transferred to the MUCH project. Due to no building becoming available in time, the project would be withdrawn from the Town Deal. However, work would continue ready for other available funding streams available as the project was deemed vital for the high street. One building had since been found to be feasible and back on the market but there was more due diligence work to be carried out and concerns on ability to meet TF business case time frames and risks therein. Alternative ways to facilitate increased residential/living in the town would be considered. 	<p>ALL</p> <p>JC/VE</p>

<ul style="list-style-type: none"> ○ Active & Clean Connectivity – As well as removing the gyratory element, also confirming scope of the Active Travel Hub and adding further cycle storage within the town was required. Questions around air quality outcomes being removed from the project were raised and it was agreed J Curtis would follow up with D Robson prior to the next ACC Project Board. <u>ACTION: JC and DR to discuss air quality element.</u> <u>ACTION: JC to discuss with D Ousby ATH scope.</u> ● The Chair called for a vote to approve the project adjustment forms. <u>AGREED</u> – The Board was unanimous in its decision and agreed approval. <p><u>ADDENDUM</u> <i>Following the TDB meeting an error was discovered on the 'Revised Town Deal Board' table, the Programme Costs in the revised programme had been understated by £30k. An adjustment has therefore been made to reduce the allocation to the Riverfront project (which has a less defined work programme currently and can therefore operate within a slightly smaller budget envelope) by the same amount. The Project Adjustment Forms have been revised accordingly.</i></p>	<p>JC JC</p>
<p>8. Town Deal Programme Status Review</p> <p>Some of the projects had been discuss above, thus focus was given to:</p> <ul style="list-style-type: none"> ● Youth & Retraining Pledge – Now working on procurement with delivery partners. Consideration to sustainability of the project after the two-year Town Deal being considered early in the project and how it can be funded through other sources. Large focus on comms. ● Public Realm – Procurement had begun but a problem with suppliers was reported. Rail Station Street furniture to be installed at end of the month. Arts Council submission and trail project on track. ● MUCH – Hudsons had been commissioned to update the RIBA Stage 1 and work had begun. Submission of business case now approved by government as September. ● Riverfront – Landscape Architects to be commissioned following the workshop last month. Further due diligence required on the Sommerfeld & Thomas site. Preservation work to S&T site will be going out to tender soon. Comms to be considered at that stage. ● Active & Clean Connectivity – Project Board meeting next week. Sandline Bridge on budget. Gyratory removed from project but the scheme continues to be progressed and current proposals improves bus measures and junction changes and would be presented to the TDB in due course. Mobilityways had been engaged to carry out research and surveys on the Travel Plan Fund as part of the comms and delivery plan. ● Guildhall – Lottery application to be submitted on 25 May 2022. Draft TF business case expected imminently. Final version to be presented once outcome of Project Adjustments from government was known. Cabinet approved the CIO report and 	

<p>company engaged to start work. The Senior Project Manager would be starting in September.</p>	
<p>9. Terms of Reference</p> <ul style="list-style-type: none"> • A Baker shared her review of the Terms of Reference with the TDB. The plan was to work through a section of the document over the course of the next few meetings. • Role of the Board would be discussed at a later meeting. • Comms and reporting arrangements around governance guidance would be followed according to government guidance. • Questions were invited: <ul style="list-style-type: none"> ○ Officers to decide if documents needed redaction/exemption. ○ It was agreed that the project adjustment forms be exempt until agreement had been sought from the TDB. ○ Openness and transparency would be adhered to. ○ The Terms of Reference would not be approved by Cabinet as they belonged to the Town Deal Board. ○ ACTION: Board to decide if there are any elements to add to the facilitated session in June to advise V Dunmall. ○ ACTION: A Baker and G Purkins to hold separate conversation around Chair's Review. ○ ACTION: All board members to email A Baker with questions or anything they wish to add to the ToR. 	<p>All AB/GP All</p>
<p>10. Annual assurance process</p> <p>The forms had been drafted and were currently being checked by the Monitoring Officer. ACTION: M Drewery to check with government if the forms should be published.</p>	<p>MD</p>
<p>11. Forward work programme</p> <ul style="list-style-type: none"> • R&D arranged for 6th June, 4:30pm – Chair and Champions to attend. ACTION: Meeting request to be circulated to the Chair and Champions. 	<p>VD</p>
<p>12. Date and time of next meeting:</p> <p>Wednesday, 1st June 2022, 1:00-3:00pm – Hybrid</p> <p>NB: 20 May 2022 meeting cancelled.</p>	

Meeting closed at 15:02 hrs