

# KING'S LYNN TOWN DEAL BOARD

<b>Date:</b> Friday, 24 March 2023	<b>Location:</b> Town Hall/ MS Teams
<b>Time:</b> 1pm	<b>Chair:</b> Michael Baldwin

Attendees	
Board Members:	Andrew Stevenson, Bishop Jane Steen, Vicky Etheridge, Michael Baldwin, Cllr Graham Middleton, Brendan Legrove, Lorraine Gore, Mike Dowdall
Support Members:	Natasha Hayes, Sharon Clifton, Vanessa Dunmall, Oliver Judges, Duncan Hall, Michelle Drewery, Ged Greaves, Louise Gayton, Alexa Baker

Minutes	Actions
<p><b>1. Apologies</b></p> <p>Board Members: Graham Purkins, James Wild MP, Rik Martin, David Pomfret, Cllr Richard Blunt</p> <p>Support Members: Hetty Thornton, Jemma Curtis, Carly West-Burnham</p>	
<p><b>2. Declarations of interest</b></p> <p>Declarations of interest were recorded for:</p> <ul style="list-style-type: none"> <li>Michael Baldwin – Business owner (in the area covered by the Riverfront project)</li> <li>Brendan Legrove – Greenyard have signed up to the Active Travel Plan</li> </ul>	
<p><b>3. Introduction</b></p> <p>The Chair opened the meeting and confirmed the agenda items.</p>	
<p><b>4. Minutes of previous meeting – 24 February 2023</b></p> <p>The notes were agreed as an accurate record.</p>	
<p><b>5. Matters arising/Action log (Log attached)</b></p> <p>See action log.</p>	
<p><b>6. New Board Members (verbal) EXEMPT</b></p>	

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<ul style="list-style-type: none"> <li>• A health representative had been identified – to be agreed at the next meeting. NCC advised that confirmation of the NCC representative would be advised before the next meeting.</li> </ul>	
<p><b>7. Feedback from DLUHC visit (verbal) EXEMPT</b></p> <ul style="list-style-type: none"> <li>• A very positive visit.</li> <li>• A two-way process with the opportunity to feedback on some of our experiences.</li> <li>• DLUHC thought the day was inspiring and would like to revisit in a year to see the progress made.</li> <li>• NB: It was also noted that Deputy Lieutenant Melinda Raker took a recent tour of the Guildhall in which she showed great interest.</li> <li>• NB: Additionally, as Chair of the Norfolk Chamber of Commerce, Michael Baldwin received a letter of thanks from a company working with parliament, for a recent visit to King's Lynn, noting the enthusiasm and pride for the area.</li> </ul>	
<p><b>8. Programme level Communications Plan (EXEMPT)</b></p> <ul style="list-style-type: none"> <li>• The draft comms protocol was presented.</li> <li>• Development of Comms Protocol ongoing, to be aligned with the Town Investment Fund.</li> <li>• Further work also to be done with the protocol and Local Assurance Framework (LAF). The draft LAF would be presented through the democratic process in April. The Board's Terms of Reference will also then be updated, which should help the understanding of the Board's role in the delivery phase.</li> <li>• DLUHC have been very clear that Town Deal Boards are to continue throughout the delivery phase of projects. Individual towns were recommended to shape the role of their Board which should include identifying future funding streams.</li> <li>• <b><u>ACTION:</u> Feedback requested from the Board on the communications protocol.</b></li> </ul>	
<p><b>9. Communications and engagement update OPEN</b></p> <ul style="list-style-type: none"> <li>• The Board were updated on the recent articles and press releases shared in the media as well as those in the pipeline.</li> <li>• <b><u>ACTION:</u> Comments welcomed on project specific boilerplates.</b></li> <li>• <b><u>ACTION:</u> L Gayton to circulate the updated key milestones comms spreadsheet.</b></li> </ul>	<p><b>ALL LGa</b></p>
<p><b>10. Local Assurance Framework update EXEMPT</b></p> <ul style="list-style-type: none"> <li>• The revised draft document was shared with the Board.</li> </ul>	

<ul style="list-style-type: none"> <li>Revised diagram included at the back of the document showed the mechanism for change to delivery.</li> <li>Questions were invited. NCC confirmed their satisfaction with the document.</li> <li>Document now due to be submitted to Corporate Performance Panel and then Cabinet in April.</li> </ul>	
<p><b>11. Project highlight reports – February 2023 EXEMPT</b></p> <p>Overview report and individual project highlight reports were shared with the Board. Procurement issues were identified due to resources. Currently looking at how to measure risk, with findings to be brought back to the Board.</p> <ul style="list-style-type: none"> <li><u>ACC</u> – See report.</li> <li><u>Guildhall and Creative Hub</u> – Currently in the middle of going through the tender process for the principal design team for the Guildhall.</li> <li><u>MUCH</u> – NCC budget to be provided to Project Champion. <b>ACTION: NH to arrange an update for Bishop Jane.</b></li> <li><u>Rail to River</u> – See report.</li> <li><u>Riverfront</u> – See report.</li> <li><u>Boost (Youth and Retraining Pledge)</u> – See report.</li> </ul> <p>Duncan Hall mentioned that following a query raised at the last meeting, he wanted to clarify that no consistent contingency has been applied across all projects; this is specific to each Business Case and is noted within each one. Discussion took place around use of contingencies, risk of delays and the critical path of projects.</p> <p><b>ACTION: Presentation requested to be arranged on contingency funds and optimism bias and how they are identified and used, to include information on assurance processes.</b></p> <p>Michael Baldwin stepped out of the meeting due to his declarations of interest with the Riverfront.</p> <ul style="list-style-type: none"> <li>Vicky Etheridge temporarily took over the chair. Discussions arose around the Riverfront Project and the Rail to River project, calling for the need to look at different ways of working following the delays encountered, the projects should be able to be moved forward more swiftly. <b>ACTION: OJ/DH to review both projects, and delays encountered, consider options, take forward and feedback, with a plan, as part of the next agenda.</b></li> </ul> <p>Michael Baldwin re-joined the meeting.</p>	<p>NH</p> <p>OJ</p> <p>OJ/DH</p>
<p><b>12. Programme financial update (attached) EXEMPT</b></p>	

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<ul style="list-style-type: none"> <li>• The Board were updated with how the revised document had been improved. Further updates were needed to establish what financial information is needed to enable the Board to carry out their role. It was noted that work to develop the information presented is ongoing.</li> <li>• The Board Chair had requested a reprofile across the programme and support team. This was expected in April in readiness for the DLUHC return in May. Note: Any proposed reprofile would need to be brought back to the Board for agreement prior to submission.</li> </ul>	
<p><b>13. Programme Risk Register update</b> (report attached) EXEMPT</p> <ul style="list-style-type: none"> <li>• The risk register was shared with the Board.</li> <li>• It was noted that no new risks had been added to the register for the month of March.</li> <li>• The Risk Register Briefing Session had been agreed for 16<sup>th</sup> May.</li> </ul>	
<p><b>14. Forward work programme</b> (report attached) OPEN</p> <ul style="list-style-type: none"> <li>• The report was shared with the Board.</li> </ul>	
<p><b>15. Agreement to publication of exempt reports</b> (verbal update)</p> <ul style="list-style-type: none"> <li>• Comms and Engagement update for the month – Open and published</li> <li>• Comms Protocol – Remains exempt due to draft format</li> <li>• LAF – Currently going through the democratic process, therefore exempt</li> <li>• Highlight reports – To be discussed with Alexa Baker.</li> <li>• Financial update – To be discussed with Alexa Baker.</li> <li>• Risk Register – To be discussed with Alexa Baker.</li> </ul> <p>The Board agreed that the reports could be published following guidance from Alexa Baker.</p>	
<p><b>Any other Business</b></p> <p>None reported.</p>	
<p><b>Date and time of next meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Friday, 28<sup>th</sup> April at 1pm at the Town Hall for all Board Members</b></li> </ul>	

Meeting closed at 3:00 pm