

KING'S LYNN TOWN DEAL BOARD

Date: Friday, 26 January 2024	Location: College of West Anglia/MS Teams
Time: 1pm	Chair: Graham Purkins

Attendees	
Board Members:	Graham Purkins, Vicky Etheridge, Nova Fairbank, Cllr Stuart Dark, James Wild MP, Cllr Alistair Beales, Cllr Simon Ring, Bishop Jane Steen, Kerry Heathcote, Mike Dowdall, Andrew Stevenson, Lorraine Gore, Carly West-Burnham, Rik Martin, Brendan Legrove, Adam Taylor, Harrison McNaught
Support Members:	Duncan Hall, Oliver Judges, Jemma Curtis, Vanessa Dunmall, Ged Greaves, Hannah Edge, Michael Pedder (Observer from DLUHC), John Barrett, Michelle Gant

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: Jason Fuller, Cllr Deborah Heneghan</p> <p>Support Members: Michelle Drewery, Alexa Baker</p>	
<p>2. Declarations of interest</p> <p>Declarations of interest were recorded for:</p> <ul style="list-style-type: none"> Kerry Heathcote (School of Nursing project and signed up to the Active Travel Plan) James Wild MP (Riverfront project) Brendan Legrove (Active Travel Plan) Carly West-Burnham (Active Travel Plan) Jason Fuller (Riverfront project) Adam Taylor (MUCH and Boost) 	
<p>3. Introduction</p> <p>The Chair welcomed the Board to the meeting which took place at the College of West Anglia and thanked Kerry Heathcote and her team for the arrangements.</p>	
<p>4. Minutes of previous meeting on 24 November 2023</p> <p>The notes of the previous meeting were approved as an accurate record.</p>	

<p>5. Matters arising/Action log</p> <p>Refer to action log.</p>	
<p>6. Reflection on preceding session with CWA students</p> <ul style="list-style-type: none"> • The students who took part in the session were student councillors and they had gathered questions for discussion from 100 fellow students. • Further sessions with the college students were recommended. A longer session was requested to be opened up to other students. CWA staff would also like to join a future session. • A community session was also considered, inviting parents, grandparents etc. • Collaborations were also in place with other schools for K Heathcote to arrange similar sessions. • Ensure to include those young people from the vulnerable sector who are not at school or college. • Consider timed topic talks. • Could set up a 'Question Time' themed session. • Students reported back that the briefing pack was extremely helpful. KH agreed to arrange a further session. • Agreed – Letter to be sent to express the Board's thanks for their time. <u>ACTION:</u> GP to draft. 	<p>GP</p>
<p>7. Updated Communications and Engagement Strategy, Protocol and narrative</p> <ul style="list-style-type: none"> • The revised strategy and protocol were circulated with a summary provided by M Gant to Board members. • The workshop held in December helped in forming the final strategy and protocol. • Agreed the delivery plan paper should remain exempt as an aide memoire for the Board's use. • <u>ACTION:</u> MG to collect statistics from the marketing outlets for making sure the spend is relevant. • <u>ACTION:</u> Continue with messaging but consider costings and reach going forward. Consider opportunities for board members to extend the reach further. • Need highlighted to ensure the demographic is spread evenly, including young people, i.e. KL Magazine audience demographic is not young people. Further consideration to be given. • Compile a list of platforms available and consider best fits. Add extra guiding principles to the strategy around being proactive rather than reactive. 	<p>MG</p> <p>MG</p>

<p>8. Monthly communications and engagement update</p> <p>The update was shared with the Board.</p> <ul style="list-style-type: none"> • Currently working on a new logo. • Working on engagement with the community. • Visuals to be presented at the Riverfront consultation at the Custom House on 1st February. Feedback options online, at the event etc. Quite a lot of interest recorded so far. Ensure the Sommerfeld and Thomas site has some coverage at the event in case of questions about the site. Borough council officers will attend the consultation. 	
<p>9. Risk Register quarterly update</p> <ul style="list-style-type: none"> • Papers were shared with the Board. The Programme Board had reviewed the register last week and was now presented to the Board for comment. • No increases or decreases in risk score. No approved or removed risks. • The Board were updated on the red risk around resources. Comms cover and officer support had now been identified and it was expected that the risk rating would be lowered from red next month. Agreed, Board to be updated if further problems with resources encountered. • Risk #15 – secured funding, primarily related to G/H project. Covered in the highlight reports below. 	
<p>10. Project Highlight reports</p> <p>a) <u>Programme overview</u> No real changes to the overview.</p> <p>b) <u>Active and Clean Connectivity</u> Expected to move into the next stage of planning and delivery by the February Board meeting. Bid currently in with NCC for funding for the road at Nar Use EZ for the ATH. LCWIP schemes moving forward; meeting with Network Rail upcoming. Good work evolving from the Motability study. College students have shown much interest in this project as well as accessibility for the less able. ACTION: BL to consider how to involve college students going forward at next ACC project board meeting.</p> <p>c) <u>Guildhall and Creative Hub</u> Currently moving through RIBA stage 3. Working on updating the business plan around visitor numbers. Looking at the fundraising strategy to include foundations and trusts. Full project update to be provided to the Board as soon as possible. Design consultation due to begin in March. Working towards re-applying for lottery funding over the next year. Government holding informal conversations on moving</p>	<p>BL</p>

<p>the project forward with regards to funding. Consider comms being released in tandem with important dates that are recognised nationally. The Board noted that the Arts Council operates differently from the National Heritage Lottery – ensure plans encompass all organisations. It was also noted that the cost plan remains in excess of the current budget and that likely timescales are outside of the Towns Fund programme envelope, but that as the project progresses through RIBA stage 3 cost and phasing options will be developed.</p> <p>d) <u>Multi-user Community Hub</u> RIBA Stage 2 report signed off in December. Both authorities coming together in moving project forward. Telecoms mast still in situ but now an amber risk. Funding agreement between NCC and BC close to sign-off. Linking in with ACC on green credentials and linking with active travel – cycling, walking etc. Survey responses being included into forward plans and to be published. Communications ongoing with stakeholders and organisations planning to use the space. Comms recommended to provide timelines for completion.</p> <p>e) <u>Rail to River</u> Overall status currently set at Amber. Achievements to date highlighted to the board. Delivery of pop-ups expected end of February into March, could be ready for use at Easter. Comms going out with regular updates on the project. College students recommended reviewing the route to ensure it is accessible for wheelchair and pushchair users. ACTION: To review the route for accessibility for all users. To consider designs impacting on other services and costs.</p> <p>f) <u>Riverfront Regeneration</u> Consultation currently out. Amber status. Should have feedback from statutory stakeholders on arches on Custom House soon. Tower removed from project with the aim of making the Devil's Alley area attractive and desirable. Project now considered deliverable and tangible in design.</p> <p>g) <u>Boost</u> Overall status green. Spend on track, looking at certifications.</p>	<p>JC/HN</p>
<p>11. Programme financial update</p> <p>No significant report this month. On track in terms of spending for this financial year.</p>	
<p>12. Update on New Anglia LEP</p> <p>A brief overview of NA LEP was given. The LEP is ending and so March will be Mike Dowdall's last meeting with the TDB. Thanks were registered to Mike for his input to the Town Deal and to the Board and Programme Board for his advice and guidance. Thanks were also recorded for Lisa Roberts whom Mike replaced due to ill health. The Board agreed that continued input from a strategic oversight point of view should continue.</p>	

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<p>13. Forward work programme</p> <p>The Chair confirmed that he would be standing down from the Board at the February meeting and encouraged private members to consider putting themselves forward if they had an interest in taking on the role of Chair of the Town Deal Board. ACTION: Interested parties to submit their interest to chiefexecutiveandleaderpa@west-norfolk.gov.uk by close of business on 2nd February 2024.</p>	ALL
<p>14. Agreement to publication of exempt reports</p> <p>Agreed: Publish the financial update and risk register.</p>	
<p>Date and time of next meeting:</p> <p>Friday, 23 February 2024, 1-3pm at King's Lynn Town Hall</p>	

Meeting closed at 3pm