

**King's Lynn Town Board  
Action Log / Matters arising**

Ref	Action	Board meeting	Tasked to	Status / update	Completed	Date closed
130	CWA to update Comms on School of Nursing official opening	30/09/2022	DP/SC	14.10.22 - BCKLWN Comms liaising with CWA. 11.11.22 - Date set, was cancelled 18.11.22 - Ongoing, awaiting confirmation of date from SoS. 01.02.23 - D Pomfret advised that a further invitation was to be sent to the SoS for Health from the college. 13.02.23 - DP in contact with Dept for Health 28.04.23 - Paused - awaiting response from government re QEH funding. 14.09.23 - QEH funding announcement made in May, no further information received on SoN official opening to date. 27.10.23 - Action remains paused as out of local control	Ongoing	
132	Media training session to be arranged for the Board on how to handle reporters	30/09/2022	SC MG	14.10.22 - Budget being identified, ongoing. 11.11.22 - Budget not resolved yet, ongoing. Also dependant on agreement to role of TDB going forwards. 20.01.23 - Ongoing 13.02.23 - Ongoing - role of Champion (being defined) informs way forward on this action 24.02.23 - Paused - Decision taken to wait until Board membership is back to full strength before proceeding 25.08.23 - TDB confirmed this was to be re-started now Board up to full strength again 14.09.23 - SC reviewing options for training 20.10.23 - Update awaited 14.11.23 - This will be picked up following comms workshop planned for 01.12.23 19.01.24 - will be highlighted with the Board as part of the discussion around the updated protocol which is on the agenda 15.02.24 - missed / not covered as part of the protocol, to be picked up within the comms item at the February TDB meeting 14.03.24 - determined at Feb meeting that this is required. Being progressed. 18.04.24 - Progress made, initial costs obtained but MG undertaking further research to ensure best fit. 17.05.24 - after the initial costs and proposals, we are now seeking an alternative option potentially working with local former journalists. An update on this will be available in due course. <del>20.09.24 - options still being considered.</del>	Ongoing	
181	Accelerated funding: Public Realm on the High Street - Urgent need for resolution	24.02.23	OJ	21.04.23 - Negotiations are continuing with the contractor. Dialogue planned with NCC Highways to agree plan to resolve and options for scheme completion. 15.05.23 - Meeting held with NCC area highway team to discuss options for scheme completion. Dialogue with contractor in next month to conclude the contractual position and determine next steps. 14.07.23 - Negotiations are ongoing with contractor. Awaiting submission of a revised design solution by the contractor to resolve defects. 11.08.23 - Update report to August TDB meeting 14.09.23 - Verbal further update being given to Sept TDB meeting 22.09.23 - Agreed at TDB mtg that proactive comms are to be issued to the public. 18.10.23 - Verbal update being given to Oct TDB meeting 14.11.23 - Verbal update given to Nov TDB mtg. Update to be given to Comms in order to issue proactive comms as requested. 15.12.23 - Actions previously updated to the TDB verbally continue to be progressed. The project lead has confirmed that we are not in a position to issue a comms update at this time 19.01.24 - Actively being progressed. Further updates will be brought to the Board as appropriate 15.02.24 - Verbal update on Feb 2024 TDB agenda 14.03.24 - Continues to be progressed. 18.04.24 - Being actively taken forward. 17.05.24 - As above. 24.05.24 - Update to be brought to the Town Board in <del>June</del> July. 19.07.24 - As per Board instruction this is now a background paper, sent to the Board for the July meeting. 26.07.24 - OJ to request BC officers to ensure the works are concluded and a way forward reached within a time limit of three months. 14.08.24 - To be discussed at PB 19.09.24 - On Sept mtg agenda	Ongoing	
220	Recruitment of TB Chair - Revisit the recruitment pack	24.05.24	DH/JC	20.06.24 - Support in place via the 'Delivery Associates Network' (a support mechanism put in place by DLUHC/MHCLG) 13.08.24 - Advice received from Delivery Associates Network (DAN) to be reviewed with Chair.		
221	Action Log - Add missing actions from 24 May meeting to the action log.	26.07.24	CEXPA	13.08.24 - Actions were present but hidden. Shown on August meeting papers before filtering out.	Yes	01.08.24
222	LTPT Workshop 2 - Cancel the 16th August booking.	26.07.24	CEXPA	13.08.24 - Completed.	Yes	13.08.24

**King's Lynn Town Board  
Action Log / Matters arising**

Ref	Action	Board meeting	Tasked to	Status / update	Completed	Date closed
223	LTPT - It was agreed that the Board would look carefully at the consultation responses and take further action as necessary if it was considered that some groups or sectors are under-represented, or if expected topics/issues are not raised.	26.07.24	ALL	13.08.24 - To be discussed at TB on 23 August 2024 23.08.24 - Completed	Yes	23.08.24
224	Guildhall - J Fuller and M Gant to catch-up on comms	26.07.24	JF/MG	19.09.24 - No longer applicable as JF no longer a Board member	Yes	19.09.24
225	Guildhall - James Wild MP to provide email confirming support for the Project Adjustment Request should it be a ministerial level PAR.	26.07.24	JW	01.08.24 - Completed. Letter of support provided and passed to JC.	Yes	01.08.24
226	ACC - K Heathcote, Cllr Heneghan and J Wild to receive an invite to the Network Rail meeting at the end of July.	26.07.24	JR	16.08.24 - Meeting took place. Feedback suggested for TB meeting on 23 August.	Yes	16.08.24
227	MUCH - To arrange a site visit to the MUCH building for the September Board meeting	26.07.24	HE	19.09.24 - Visit arranged, taking place 27.09.24	Yes	19.09.24
228	Risk Register - Update Risk 16 - changes since April 2024 to be checked for administrative error.	26.07.24	GG	16.08.24 - Risk 16 was rated higher in June 2024. Appendix C shows the movement in risks scores and reflected the change over the start and end of the 3 month reporting period (May to July). Actual risk scores are May 2024 - Moderate/Possible score 9, June 2024 - Major/Possible score 12, July 2024 - Major/Possible score 12.	Yes	16.08.24
229	Programme Financial Position - Minimum Required Spend to replace the current term that includes the word Target within the report.	26.07.24	JB	16.08.24 - Report updated for August meeting.	Yes	16.08.24
230	Consultation and Engagement report - Prepare further breakdown of respondents' thoughts around safety and security, specifics around what the public wanted from a sports perspective and a breakdown of the healthcare provision needs.	23.08.24	MG	20.09.24 - included as an element of proposal on consultation follow-up being presented at Sept Board mtg	Yes	20.09.24
231	ACC - Tennyson Crossing - (i) Explore with the NCC active travel team any funding that might be available to support the scoping work; and (ii) take the board's alternative ideas for crossing points, that do not involve Network Rail, to WSP for review.	23.08.24	JR / JC	20.09.24 - (i) Proposal is for a split of use of BRP partnership funding, NCC and Network Rail – NCC keen to keep pressure on Network Rail and bring to fruition. (ii) Crossing point relocation advise is desire line is most likely to realise uplift in usage, constraints also in place to divert pathway etc away from current location. Work continues.		
232	ACC - Nar Ouse Active Travel Hub - Re-submit the costing figures in a more detailed and clearer way to better inform the board prior to their decision on the preferred site.	23.08.24	JR / JC	20.09.24 - awaiting the reviewed figures and comments in order to complete the PAR and table of costings		
233	MUCH - A way forward for naming of the new building needs to be determined, with comms to follow	23.08.24	MG / HE	20.09.24 - MUCH Project Board have agreed a strategy for naming the building, communications will follow at an appropriate time	Yes	20.09.24