

KING'S LYNN TOWN BOARD

Date: Friday, 25 October 2024	Location: KL Town Hall/MS Teams
Time: 1:00pm	Interim Chair: Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, Kate Blakemore, Andrew Stevenson, Nova Fairbank, Kerry Heathcote, James Wild MP, Cllr Alistair Beales, Cllr Simon Ring, Carly West-Burnham, Chris Starkie, Rik Martin, PCC Sarah Taylor, Cllr Deborah Heneghan
Support Members:	Oliver Judges, Duncan Hall, Jemma Curtis, David Wiles, Hannah Edge, Ged Greaves, Michelle Drewery, Abigail Rawlings, Jonathan Aldworth (Pulse Consultants), Kristian Moseley (Pulse Consultants)

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: Adam Taylor, Cllr Stuart Dark, Bishop Jane Steen, Harrison McNaught, Supt Sonia Humphreys</p> <p>Support Members: Vanessa Dunmall, 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) Carly West-Burnham (Active Travel Plan) Adam Taylor (MUCH and Boost) Harrison McNaught (Riverfront project) Cllr Deborah Heneghan (LCWIP) 	
<p>3. Introduction</p> <ul style="list-style-type: none"> Apologies were noted for the confusion caused by the new year's meeting requests going into diaries. Members were advised to hold questions until the Chair invited them, to aid note taking. 	
<p>4. Minutes of previous meeting on 27 September 2024</p>	

<p>AGREED as an accurate record.</p>	
<p>5. Items to note – any queries from the Board?</p> <p>(a) Action log Item 2 of the action log should be updated to show reference to the ‘nighttime economy’. Log AGREED and noted.</p> <p>(b) Comms and engagement update Confirmation was given to the Board that a 2-hour media training session would be arranged now that a person had been identified to run it. Preference was recorded that the session take place prior to a Town Board meeting which had a ‘light’ agenda. Plan AGREED and noted.</p> <p>(c) Forward work programme – AGREED and noted.</p>	
<p>6. KL Town Board Vision and Investment Priorities 2024-2034 – final version</p> <ul style="list-style-type: none"> • A final version was shared with the Board which had comments incorporated from the last meeting. • ACTION: Insert reference to the night-time economy under Priority 2. • Next steps would be to convey the message via Communications. • Reference was made to future funding, having been raised at the 2024 LGA conference, and to await the outcome of the Budget at the end of October. • AGREED comms for revised priorities to be arranged once budget position clarified. 	<p>JC</p>
<p>7. Riverfront Regeneration – end of RIBA stage 3 gateway</p> <p>The project champion for the Riverfront Regeneration programme updated the Board on the background of the project and the current plan. Due to the minimal budget, and constraints around the flood defences, history and heritage of the site, original aspirations for the project were regrettably unattainable. The best way forward had been agreed as aiming to bring diversity and year-round destination to the site and joining it up with the rest of the town. The plans for the privately owned Somerfeld and Thomas site were also noted as bringing the site together as a whole in the future.</p> <p>The Board were then updated with a presentation for the end of RIBA Stage 3 and comments were then responded to:</p> <ul style="list-style-type: none"> • Access to dry-side facilities would be provided via code. 	

<ul style="list-style-type: none"> • The scope of the project was confirmed. • The area between Devil's Alley and The Custom House was not included within the project but by updating both ends of the site, it was expected that investors would be drawn in to those parts that were privately owned, and further funding could be sought for future phases. • Officers were currently looking at a longer term view as a whole to ensure investment and footfall was brought to the site in the future. • Officers were currently looking at accelerating the dry-side facilities element of the project. • The car parking facilities along the quayside could not be altered or withdrawn as they were owned by NCC, however, it was noted that the project should drive investment and further works in the future. • Conversations were ongoing between councillors and local historians to ensure positive feedback on the new designs that had been modelled for the Custom House. • Covers had been brought down from 120 to 60 due to the change in design and therefore the business model needed to be updated to ensure sustainability. • Due to the change in design of the Custom House, costings for this element of the project were expected to reduce. • The business plan needs to be strong and flexible to ensure a variety of uses for the Custom House and the need for it to open year-round. 	
<p>8. Project highlight reports</p> <p><u><i>Guildhall and Creative Hub</i></u></p> <ul style="list-style-type: none"> • A recent market engagement event for contractors was positive. • Planning consent had been received. • Start-up discussions and resources had begun with the CIO. • Widening of the pavement and public realm to the front of the Guildhall on King Street was now being developed with a view to drawing attention and focus to the building. • A recent meeting held with the CIO had provided good feedback and positive relations. <p><u><i>Active and Clean Connectivity</i></u></p> <ul style="list-style-type: none"> • Design of the existing site for the active travel hub was now progressing and costs and viability will be refined through this next stage. The need for an end date on deciding the way forward was considered key for this element of the project. An updated timeline was awaited from Morgan Sindall (appointed through a framework) with a close eye being kept on costs. A decision on the way forward was expected early 2024. It was noted that reallocation of funds was a possibility should the enterprise zone active travel hub not be feasible. • The decision on reallocation of funding for the Tennyson Avenue crossing remains on hold until the active travel hub had been progressed. An options report on short term 	

<p>improvements had now been received which officers would review before bringing to the Board.</p> <p><u>Riverfront Regeneration</u> See Item 7. above.</p> <p><u>Rail to River</u></p> <ul style="list-style-type: none"> • A delay with the pop-ups opening had been caused by scaffolding being erected for roof works on the neighbouring Boots building. The issue of a licence had therefore been delayed until works were complete. It was agreed that a letter to Boots would be beneficial by encouraging them to push their works forward as quickly as possible. <u>ACTION:</u> Letter to be drafted to Boots. • An updated from the forge on the Purfleet Arch was still awaited. Officers were, however, pushing for feedback. • One potted tree had been sited on Purfleet Street so far and plans for further trees and planters being added, subject to consultation with NCC and Arboriculture Officer <u>ACTION:</u> Cllr Beales to meet with officers to encourage a speedy resolution and ensure wasted time is not encountered with future projects. <p><u>Multi-user Community Hub</u></p> <ul style="list-style-type: none"> • NCC had identified a new risk via their recent project board meeting with supply chain challenges. A major contractor had recently gone into administration which had affected the contract supply chain. In turn there was currently no cost certainty for the project although Mace were investigating options. The project board were currently looking at impacts and an update was expected at the beginning of November. The contingency for the project remained healthy and the RAG rating had been set at amber with a view to it moving to red being a possibility. • The timeline should not interfere with the proposed discussions around the Carnegie building as the MUCH completion date of Autumn 2025 was broad. • Naming of the new MUCH building would be put out to a cross section of residents inviting them to submit their views on their interpretation on a variety of vocabulary and what these words mean to them. 	<p>JC</p> <p>A Rawlings</p>
<p>9. Programme financial update – monitoring and assurance</p> <ul style="list-style-type: none"> • MHCLG had redefined the definition regarding spend. The original report presented had been based on what had been spent so far, but the report going forward will now include contractual commitments. Whilst this would counteract the large underspend currently shown, it was still expected that King's Lynn would be behind schedule in terms of the spend profile which would likely trigger a deep dive. • Comprehensive monitoring had been put in place by officers to ensure full transparency and clear reporting of processes. This would then allow MHCLG to decide whether to release the next tranche of funding. 	

<ul style="list-style-type: none"> • A need to check the highlight reports against the budget was recommended as figures didn't look correct for the MUCH project. <u>ACTION:</u> HE and CU to discuss in the coming week. 	<p>HE/CU</p>
<p>10. Risk register quarterly update – monitoring and assurance</p> <p>The three-monthly review was presented to the Board.</p> <ul style="list-style-type: none"> • Impacts were detailed in Appendix A. • Attention was drawn to 2.6 of the covering report regarding project management support for ACC financials. • The Autumn statement from government was awaited. • A close eye would be kept on supply chains. • Risk 1 – business continuity – was expected to change as resources were improving, therefore reducing the probability from likely to possible. • AGREED: The Board agreed the recommendations. 	
<p>11. Monitoring and evaluation Autumn return – overview wording – for input and agreement</p> <ul style="list-style-type: none"> • The six-monthly April-September progress report was to be submitted by 22 November 2024 to be signed off by the TB Chair and Borough Council S151 officer. • The Programme Board had reviewed the report the previous week and relevant extracts were now shared with the Board. • The Board noted and AGREED that the report was well written and showed a lot of progress. 	
<p>12. Frequency of board meetings proposal – for consideration</p> <p>Officers shared a proposal recommending Board meetings move to bi-monthly due to resources, delivery and preparation. Any urgent matters could be dealt with via Teams. Discussions ensued.</p> <ul style="list-style-type: none"> • Other town boards and their processes were discussed. • Assurances were requested that full updates were provided on a regular basis with relations between Board members and officers enhanced, especially bearing in mind the current political challenges. • Concerns were noted around member organisations' profiles being adversely affected with public criticism should projects not be well received. • Officers reiterated that the Town Board was a strategy board, therefore holding the role of oversight and key decision approval. • The need to be mindful of timelines and current risks was raised and the Board not kept regularly informed of important information. 	

<ul style="list-style-type: none"> The Board Development session scheduled for 9 January 2025 could include such topics to be raised and discussed with Kate Willard, the independent governance advisor. <p>AGREED – Keep meetings as arranged for the time being and seek to reach an agreement at the January meeting.</p>	
<p>13. Agreement to publication of exempt reports</p> <ul style="list-style-type: none"> Action log – AGREED to publish. KL Town Board Vision and Investment Priorities 2024-2034 – final version – AGREED to remain exempt. Riverfront Regeneration – end of RIBA Stage 3 gateway – AGREED to remain exempt. Project highlight reports – AGREED to publish. Programme financial update – AGREED to publish. Risk Register quarterly update – AGREED to publish. Monitoring and Evaluation Autumn return – AGREED remain exempt. Frequency of Board meetings proposal – AGREED to publish. 	
<p>Date and time of next meeting:</p> <p>Friday 22 November, 1-3pm Town Hall</p>	

Meeting closed at 3:28pm