

KING'S LYNN TOWN BOARD

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| Date: Friday, 22 November 2024 | Location: KL Town Hall/MS Teams |
| Time: 1:00pm | Interim Chair: Vicky Etheridge |

| Attendees | |
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| Board Members: | Vicky Etheridge, Kate Blakemore, Andrew Stevenson, Nova Fairbank, Kerry Heathcote, Cllr Alistair Beales, Cllr Simon Ring, Carly West-Burnham, Chris Starkie, Cllr Deborah Heneghan, Bishop Jane Steen, Supt Sonia Humphreys, Harrison McNaught |
| Support Members: | Duncan Hall, Jemma Curtis, David Wiles, Hannah Edge, Kerry Murray, Ged Greaves |

| Minutes | Actions |
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| <p>1. Apologies</p> <p>Board Members: Adam Taylor, Cllr Stuart Dark, PCC Sarah Taylor, Rik Martin, James Wild MP</p> <p>Support Members: Vanessa Dunmall, Alexa Baker, Oliver Judges, Michelle Drewery</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. The college is now working in heritage construction and, therefore, an interest has been declared in the Guildhall and Riverfront projects) 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"> The Chair introduced the agenda items for today's meeting. | |
| <p>4. Minutes of previous meeting on 25 October 2024</p> <ul style="list-style-type: none"> AGREED as an accurate record. | |

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| <p>5. Items to note – any queries from the Board?</p> <p>(a) Action log High Street works were referenced and the Board were advised that discussions were ongoing at the borough council to progress the issues as quickly as possible. AGREED and noted.</p> <p>(b) Comms and engagement update AGREED and noted.</p> <p>(c) Programme financial update AGREED and noted.</p> <p>(d) Forward work programme Awaiting key milestones for 2025 to be plotted before date for media training agreed. AGREED and noted.</p> | |
| <p>6. Agreement to new Board members</p> <ul style="list-style-type: none"> • Report and pen portraits of the four candidates were shared with the Board following the interviews held on 14 November 2024. • The interview panel shared their thoughts with the Board and recommended that the four private sector candidates should join the Town Board. • <u>ACTION:</u> Candidates with a media background to submit a declaration of interest and be provided with necessary protocol instruction. • An internal meeting had been arranged to discuss onboarding and how to improve the induction process for new members. Meetings with the new recruits would then be planned for December before the development session takes place with Kate Willard on 9th January. • The Board AGREED the recommendation for all four candidates to join the Town Board. | <p>JC</p> |
| <p>7. Update on the Long Term Plan for Towns</p> <ul style="list-style-type: none"> • The Board were advised that, following government’s Autumn Budget Statement, the LTPT would continue, and King’s Lynn would receive the full £20m previously granted. • Timescales for the release of the funding were expected to slip with start date now being 1 year later (April 2026). • Next steps were awaited, with an update from government expected in the New Year. | |
| <p>8. MUCH - update</p> | |

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| <ul style="list-style-type: none"> • A briefing note and short slide pack were shared with the Board. • NCC had identified that additional funding was required to complete the project and were looking to draw what was needed from existing borrowing and corporate property budgets. • There would be no change to the timeline. • Officers confirmed that no compromise on the quality of the project was made, and no external funding resources were sought. • Thanks were recorded for NCC and its commitment to the project. • The CCTV issue was discussed as the old site had been used to record movement through the accompanying public realm area. Discussions were continuing internally between NCC and the borough council to ensure full coverage of the area would continue, with cameras sited either on the new building or at an alternative site that adequately catches all aspects of the security required. Ability to record footfall for the rail to river route and the MUCH was important to monitor the impact of the project. • The Planning determination date had been set for 20th January 2025. • The impact of removing the corner of the building in front of the Majestic Cinema was praised by the Board. • Drone footage had been taken of the current works on site and a link to the video would be shared with the Board. | |
| <p>9. Town Board Development Session</p> <ul style="list-style-type: none"> • The Board were reminded that the session with Kate Willard was scheduled for 9 January 2025 from 2:30 until 5pm at the Guildhall, with a socialising event to follow. • Currently the plan for the session would cover: <ul style="list-style-type: none"> ○ The reset of roles and responsibilities of the Town Board. ○ The reset of roles and responsibilities of the delivery agents. ○ The future role of the Town Board now that the LTPT was agreed and what it would look like going forward, i.e. frequency of meetings, communications reporting etc. ○ The new government and its impact on the Board going forward. • Further suggestions for adding to the session included: <ul style="list-style-type: none"> ○ <u>ACTION:</u> Add Change management and problem solving. • <u>ACTION:</u> Any further suggestions to be emailed as soon as possible. | <p>JC ALL</p> |
| <p>10. Project Highlight reports – covering October 2024</p> <p><u>Programme overview</u></p> <ul style="list-style-type: none"> • No change from last month's report. <p><u>Guildhall</u></p> | |

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| <ul style="list-style-type: none"> Plans for enabling works had been scheduled for March/April, therefore it was imperative that works began early in the New Year to facilitate this. Funding opportunities had improved following the LTPT being continued. Several 'arm's length bodies' were taken on a tour of King's Lynn on 21 November as part of the King's Lynn Strategy. The tour ended at the Guildhall and the ALBs registered their strong interest in the work being done at the site. A meeting between members of the Board and the National Trust was held on 13 November 2024 with agreement on how the two organisations should work together on the project going forward. Thanks were recorded for James Wild MP for arranging the meeting. <p><u>Active and Clean Connectivity</u></p> <ul style="list-style-type: none"> Contamination of the NORA site of the Active Travel Hub – Progress was being made but currently no imminent resolution. A report to the Board would be submitted at the February 2025 meeting. Tennyson Avenue crossing – NCC were currently developing and reviewing options and a report would come to the Board in January 2025. National Rail were also commissioned to complete their feasibility study. A Project Adjustment Request would then be prepared/expected in March. <p><u>Riverfront</u></p> <ul style="list-style-type: none"> Custom House – the business plan was under review now that the arches element of the project was not going ahead. The planning application for the lift and toilets will shortly be submitted at this stage. <p><u>Rail to River</u></p> <ul style="list-style-type: none"> Frustrations were aired that the pop-ups were still empty, and the signage was not in place. The Board were advised that the drainage works were now complete, and that agreement had been reached on the signage. Boots' scaffolding, however, remained an issue. ACTION: Obtain an update from Boots and update the Board when the meeting notes were circulated. A plan for the planting and pots had been agreed and was progressing. Consideration to be given to recomunicating the project to the public and the problems that had been encountered, including issues out of the control of the borough council such as third-party ownership. ACTION: Lessons learnt for the pop-ups element of the project to be scheduled. | <p>JC</p> <p>JC</p> |
| <p>11. Agreement to publication of exempt reports</p> <ul style="list-style-type: none"> Action log – AGREED to publish. Programme financial update – AGREED to publish. Agreement to new Board members – AGREED to publish report; pen portraits to remain exempt. MUCH update – AGREED to publish once update report had been revised. Project highlight reports – AGREED to publish. | |

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| <p>Date and time of next meeting:</p> <p>Town Board Development Session: Thursday, 9 January 2025, 2:30 Guildhall Town Board Meeting: Friday 24 January 2025, 1-3pm Town Hall</p> <p>The Chair closed the meeting by recording her thanks to the Board and support officers for their contribution during 2024.</p> | |

Meeting closed at 2:30pm