

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

Ref	Action	Board meeting	Tasked to	Item status history NB THIS COLUMN IS TO BE HIDDEN (AND ALL ROWS MADE SMALLER FOR DISPLAY PURPOSES) BEFORE TAKING A COPY FOR TOWN BOARD MEETINGS	Current position	Target Date	Completed	Date closed
132	Media training session to be arranged for the Board on how to handle reporters	30.09.22	SC—MG DW	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. 20.09.24 - options still being considered. 16.10.24 - proposal now identified; to be covered within October 2024 Comms update report to the Board 07.11.24 - Proposal re training agreed at October Board meeting, plan is to hold the training early in 2025, possibly March	15.01.25 - Proposal re training agreed at October 2024 Board meeting, plan is to hold the training early in 2025, possibly March	March 2025	Ongoing	
181	Accelerated funding: Public Realm on the High Street - Urgent need for resolution	24.02.23	OJ / KB	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 June 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 27.09.24 - KLTB asked for clear outline of timescales for resoution with engagement between NCC/BCKLWN as soon as possible 16.10.24 - Being actively progressed. 13.11.24 - Programme Board confirmed this is being actively progressed.	15.01.25 - The Programme Board continue to receive updates for assurance purposes and confirm this matter continues to be actively progressed. A key mtg is taking place on 17.01.25	No target date available	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. 16.10.24 - Recruitment of Chair on hold , Business representative member recruitment currently being actively progressed 15.01.25 - Additional business representatives now on board	15.01.25 - Recruitment of Chair currently on hold	No target date set	Ongoing	
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	JC/MA	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. 16.10.24 - Work is continuing 08.11.24 - A report on alternative Tennyson Rd options to be provided to the Board in January	08.11.24 - A report on alternative Tennyson Rd options to be provided to the Board in January 24.01.25 - Pressure to be continued on Network Rail by NCC/JC. 24.01.25 - To ascertain when Network Rail's feasibility study would be completed - MA 24.01.25 - Site visit to be arranged with NCC Highways for feasibility of an island - MA	January 2025	Ongoing	
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	JC	20.09.24 - awaiting the revised figures and comments in order to complete the PAR and table of costings 16.10.24 - as above 08.11.24 - refined costs following more detailed site investigations to determine remediation risks/costs on the preferred site location will be received in February 2025	08.11.24 - refined costs following more detailed site investigations to determine remediation risks/costs on the preferred site location will be received in February 2025	March 2025	Ongoing	
236	MUCH - Explore possibility of CIL Funding for the Public Realm area	27.09.24	JC	16.10.24 - Subject to governance review of CIL criteria taking place in early 2025. No action until outcome is known. On hold	16.10.24 - Subject to governance review of CIL criteria taking place in early 2025. No action until outcome is known. On hold	On hold	Ongoing	
242	ACC - Briefing note to be circulated to the Town Board with an update on cost plan for the two site options for the ATH on the Enterprise Zone and recommendations	27.09.24	JC	16.10.24 - To be actioned 15.11.24 - In progress	15.11.24 - In progress	March 2025	Ongoing	
245	Rail to River Project - Draft a letter to Boots regarding their roof works and the delays to agreeing licence for installation of the arch.	25.10.24	JC	13.11.24 - Email contact for the Boots Regional Estate Manager has not helped to resolve. Approach to be made to the Director of Estates; a letter is being drafted asking for the licence issue to be expediated or at least a time frame given for the signing of the licence. 12.12.24 - In progress	16.01.25 - Scaffold at Purfleet Street down at end of December. BCKLWN legal team in touch with Boots' team to request sign off asap now this barrier to signing is removed.	February 2025	Ongoing	
251	Forward Work Programme - To be updated and used from February Board meeting onwards.	24.01.25	JC					
252	Comms and Engagement - Consideration to be given to opportunities for on-site comms and engagement during delivery phase; key messages to be tailored for Board Members to share, incorporate the 'why' at the start of any press releases; and back stories	24.01.25	DW					
253	Riverfront - Press release to be drafted confirming recommendations.	24.01.25	DW					
254	Riverfront - Arrange meeting with Groundwork Gallery to confirm recommendations.	24.01.25	JC					