

KING'S LYNN TOWN BOARD

Date: Friday, 28 March 2025	Location: KL Town Hall/MS Teams
Time: 1:00pm	Interim Chair: Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, Cllr Alistair Beales, Kate Blakemore, Andrew Stevenson, Cllr Deborah Heneghan, Cllr Stuart Dark, Adam Taylor, James Wild MP, Kerry Heathcote, Laura Dunne, Graham Slater, Zach Stanford, Kirsty MacLeod, Rik Martin, Carly West-Burnham, Chris Starkie, Supt. Sonia Humphreys, Harrison McNaught
Support Members:	Duncan Hall, Jemma Curtis, Ged Greaves, Michelle McLean, Hannah Edge, Vanessa Dunmall, Sarah Parker

Minutes	Actions
<p>1. Apologies</p> <p>Board Members: PCC Sarah Taylor, Nova Fairbank, Cllr Simon Ring. The Revd Dr Jane Steen,</p> <p>Support Members: David Wiles, Alexa Baker</p>	
<p>2. Declarations of interest</p> <p>Declaration 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) • Harrison McNaught (Riverfront project) • Cllr Deborah Heneghan (LCWIP) 	
<p>3. Introduction</p> <ul style="list-style-type: none"> • The Chair introduced Gavin Broad and David Allfrey from Norfolk County Council who attended online ahead of discussions for agenda item 6. 	
<p>4. Minutes of previous meeting on 28 February 2025</p> <ul style="list-style-type: none"> • AGREED as an accurate record 	

<p>5. Items to note – any queries from the Board</p> <p>(a) Action log – Noted. (b) Comms & Engagement update – Noted (c) Forward work programme – Noted</p> <ul style="list-style-type: none"> The Chair thanked all for their input around the Local Government Reorganisation response that was sent to Kate Blakemore and further discussions were to be held later in the meeting. - Noted 	
<p>6. Southgates / STARS Update</p> <p>Ahead of colleagues from NCC delivering their status update a brief overview of the Project was presented. Southgates and the STARS project are interventions within the Town Investment Plan and it was explained how the BCKLWN and NCC are working together to develop both projects in line with the wider Southgate Masterplan, supported by the Levelling Up Funding (LUF) secured in principle by NCC..</p> <p>David Allfrey, Assistant Director for Infrastructure Delivery at NCC expressed that the key component is to bring forward the Outline Business Case (OBC) for the projects. Gavin Broad, Project Manager for NCC went through a presentation to inform The Board of Southgates new proposed layout and the two elements to the STARS project being 1. Gyratory element 2. Southgates.</p> <ol style="list-style-type: none"> Gyratory – Developed with Department for Transport (DfT) and Active Travel England (ATE) to improve walking/cycling along this gyratory to improve links to Rail/Bus stations. Key element is bi-directional walking/cycling off the side roads, improved crossing points for pedestrians and cyclists. Southgates – Replaces existing junction with 2 signalised junctions. Enhances public realm, creation of a bridge over the stop drain. <p>The design for STARS by NCC has developed alongside the Borough Council’s design development of the Housing development and wider strategic landscaping. The public realm element of the STARS planning application is critical to the statutory consultees Historic England and BCKLWN Conservation officer. Planning Pre application feedback is awaited to determine the scope of the public required as part of the STARS only application to be made by NCC.</p> <p>Costs for the project have increased due to construction inflation since the initial funding was secured so currently there is a shortfall. NCC & BCKLWN discussed working together to see if they can bridge the gap as no further funding is available from the Department for Transport or Levelling Up Fund. The suggestion was made around whether “Plan for Neighbourhoods” funding could assist with the shortfall. <u>ACTION</u> - Question to the Programme Board.</p>	<p>DH/JC</p>

<p>The OBC will need to be submitted this summer due to LUF scheme delivery expected by March 2028. To submit the OBC in June/ 2025 the DfT will need confirmation of all sources of funding.</p> <p>Options on final scheme scope which could be achieved within the funding envelope from LUF are being assessed by NCC. VE requested NCC update the Board on the feasibility of the gyratory and scope for additional LCWIP schemes within the available funding.</p> <p>ACTION – NCC provide update on OBC options prior to submission</p>	
<p>7. Plan for Neighbourhoods - Programme Update</p> <p>The scope of the program delivery was explained to The Board and likened to that of the Long-Term Plan for Towns but with a broader range of interventions and stronger emphasis on deprived areas.</p> <p>High level next steps were detailed around the deadline date for the Governance Spring Return, programme boundary areas focusing on the deprived neighbourhoods in King's Lynn, funding expenditure, decision making on the King's Lynn Town Board name and submission of the proposed by the winter with a 4-year investment & regeneration plan to follow.</p> <p>The Chair then requested agreement from The Board to proceed with the following decisions:</p> <ul style="list-style-type: none"> • Decision 1 – Review representation & membership of Board – AGREED • Decision 2 – Commence review of community focused representation on the Board over next few months. AGREED • Decision 3 – Board name – “Kings Lynn Neighbourhood Board”. AGREED • Decision 4 - Update ToR AGREED • Decision 5 – New Boundary – AGREED • Decision 6 – Capacity funding – <u>ACTION</u> - JC to come back with more details on this for agreement. JC to circulate by email asap. 	<p>JC</p>
<p>8. Guildhall – RIBA Stage 4 Completion</p> <p>Thanks was given to those who attended the Guildhall presentation earlier in the day with the architects.</p>	

<p>It was reiterated to The Board that reducing risk from the project was a high priority with regards to resource and finances. A preferred contractor will soon be identified following the tender process currently under way which will provide actual market costs as well as details of funding to be reported in June when the project team returns to give a formal update to The Board on these key milestones.</p> <p>Subject to BCKLWN Council authority in July 2025, the project should then progress to formalise contractor appointment with a proposed start on site in August 2025 to meet a completion date of Spring 2027.</p> <p>Data was shared showing between 2022 – 2024 the Guildhall experienced an uplift in attendance which shows the importance of the venue in King's Lynn. Work is going on in the background with the BCKLWN Communications and engagement team around a strategy to keep residents, stakeholders and businesses engaged during the Guildhall's progress.</p> <p>The Chair thanked the team for their input and progress on the project over the last 7 months. Extended thanks to the team was also given by Kate Blakemore.</p>	
<p>9. Appointment of TB Chair / Vice Chair / Project Champions</p> <p>Jemma Curtis expressed the need to appointment a permanent KLTB Chair following the previous Chair's departure and Vicky Etheridge taking the place of Interim Chair of the King's Lynn Town Board up to this point. The need to appoint a permanent Chair and Vice Chair going forward is a requirement for the Plan for Neighbourhoods submission. It was proposed to reduce risk with regards to starting both roles at the same time for the same term duration the role of Chair would be for a 24-month Term and Vice Chair would be a 30-month term. This would avoid any detrimental impact to the board. This was AGREED by The Board.</p> <p>In light of this change the Terms of Reference will need to be updated to reflect the new terms under each role <u>ACTION</u> The Board agreed the update to be made in the ToR.</p> <p>The Chair nominations were requested and the current Chair, Vicky Etheridge nominated herself and was the only nomination for the role going forward for the next 24 months. The Board AGREED and accepted this nomination.</p> <p>Vice Chair nominations were requested, and Kerry Heathcote nominated herself and was the only nomination for this role going forward for the next 30 months. The Board AGREED and accepted this nomination</p> <p>The need for two project champions within the Town Fund were expressed.</p>	<p>VAD</p> <p>JC</p>

<ol style="list-style-type: none"> 1. Guildhall – Zach Stanford nominated himself and was the only nomination for this role. The Board AGREED and accepted this nomination. 2. ACC – There were no nominations made know at the Town Board Meeting. If anyone from The Board wanted to put themselves forward, they were encouraged to contact Jemma Curtis. ACTION facilitate any nominations and advise The Board of next steps. 	
<p>10. Response to Consultation on Devolution Proposals</p> <p>The Chair discussed the responses to the consultation on Devolution. The Chair devised responses with Jemma Curtis which The Board reviewed. The Chair explained the importance to submit these as a Town Board function but also expressed that personal responses are also welcomed and that of other organisations.</p> <p>Suggestion by a Board member that there is a restriction on characters for each response so this needs to be reviewed. ACTION The Chair and Jemma Curtis to review specifications around word count before submission.</p> <p>The Board also suggested a covering letter of support from The Chair to accompany the submission. This was AGREED by The Chair who also suggested a rinse & repeat from others willing to submit responses under their own organisations to allow for a well-rounded response. ACTION The Chair to draft a covering letter of support for the submission.</p> <p>Following discussions of the responses The Board AGREED to sign off the Devolution responses for submission.</p>	<p>VE/JC</p> <p>VE</p>
<p>11. Programme Financial Update</p> <p>The Strategic Finance Business Partner at the BCKLWN advised The Board of the revised format of the report going forward. Also, it was advised that whilst final figures were in the process of being finalised at the end of Qtr. 4 it was on track to meet the minimum spend of 75% meaning within the threshold criteria.</p>	
<p>12. Project Highlight reports - covering February 2025</p> <p>(a) <u>Programme overview</u> The Board noted the overview.</p>	

<p>(b) <u><i>Guildhall and Creative Hub</i></u> Following an earlier meeting to The Board on St Georges Guildhall the highlight report was not reviewed at length. It was reiterated that progress had been made to RIBA Stage 4 leading to a decision in the summer on fundraising opportunities to help with the funding gap.</p> <p>(c) <u><i>Active and Clean Connectivity</i></u> The BCKLWN expressed that indications were expected by the middle of March with regards to the contamination on enterprise way. This has been delayed and there is a need to understand when this will be known to help with decision making going forward and the wider implications. A report is due by April. Again, the request to discuss with new board members a Project Champion for ACC was voiced.</p> <p>(d) <u><i>Riverfront Regeneration</i></u> The BCR is looking comfortable in regard to where the project needs to be so it can be submitted to MHCLG W/C 31.03.25. Business planning work is being developed in line with expectations of the maritime interpretation is drawing to a conclusion. The dry-side facilities work has gone to tender so will be imminent.</p> <p>(e) <u><i>Rail to River</i></u> The project is operating on a RAG rating of Green. 14 trees arrived on the inner Purfleet area on the 28.03.25 with pop ups due to be inhabited by the local businesses imminently. The Pizza Slice Guy is the first to be resident and will be opening in one of the pop ups 29.03.25.</p> <p>(f) <u><i>Multi-user Community Hub</i></u> The project remains on track despite still waiting on planning permission due to Anglian water drainage query. This has no impact on the programme itself but is listed as a risk until planning is confirmed. Public queries coming through the project our practical and manageable. Marketing communications has been impacted due to the planning permission delay but by W/C 31.03.25 planning will be in place and the marketing communications can begin. The focus is to build the library initially and make good outside of the library with view to develop it further if funding allows in the future. ACTION Hannah Edge will confirm to the Board by 04.04.25 whether planning has been granted.</p>	<p>HE</p>
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Meeting closed at 3:00 pm

<p>After the meeting the Chair agreed to the publication of the following papers:</p> <ul style="list-style-type: none"> • Action log – AGREED • Plan for Neighbourhoods – AGREED • Guildhall – RIBA Stage 4 Completion – AGREED • Appointment of TB Chair/Vice Chair/Project Champions – AGREED • Response to Consultation on Devolution Proposals – AGREED • Programme Financial Update – AGREED • Project Highlight reports – AGREED 	
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