

KING'S LYNN NEIGHBOURHOOD BOARD

MEETING NOTES

Date: Friday, 24 October 2025	Location: KL Town Hall/MS Teams
Time: 1:00pm	Chair: Chair Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, Kerry Heathcote, James Wild MP, Cllr Simon Ring, Rik Martin, Graham Slater, Chris Starkie, Andrew Stevenson, Nova Fairbank, Kirsty Macleod, Sonia Humphries, Adam Taylor, Bishop Jane Steen, Carly West-Burnham, Laura Dunn.
Support Members:	Duncan Hall, David Wiles, Jemma Curtis, Michelle McLean, Hannah Edge, Verity Bennett, Nicola Cooper, Walton Mabuto, Sarah Parker, Abigail Rawlings, Ian Parkes, Mike Auger, James Grant

Minutes	Actions
1. Apologies Board Members: Cllr Alistair Beales, Kate Blakemore, PCC Sarah Taylor, Cllr Stuart Dark, Zach Stanford Support Members: Alexa Baker, Michelle Drewery	
2. Declarations of interest Declaration of interest were recorded for: - 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)	
3. Introduction	
4. Minutes of previous meeting on 26 September 2025 AGREED as an accurate record.	ALL
5. Items to note – any queries from the Board (a) Action log – Noted (b) Forward work Programme – Noted (c) Town Deal Comms Update – Noted	

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6. Finance Update Changes on variances was flagged. This will be updated for next report.	
7. Pride in Place Programme a. PiPP 10 YR Regeneration Plan The Board members provided feedback on the plan, specifically regarding the in-depth information that was presented. They emphasised the importance of ensuring these details are made available to the public and potential investors, as this would enhance their understanding of the Regeneration ambitions and, consequently, inform the King's Lynn Masterplan. A question was raised concerning the availability of an executive summary of the document, to facilitate accessibility for individuals who may find the full document too extensive. It was confirmed that a summary version will be made available. It was noted that transparency and flexibility should be prioritised during the delivery stage. This includes implementing annual reviews, which should be published accordingly. The next steps include finalising the remaining edits and making any necessary amendments to incorporate comments from the Board. b. PiPP 4 Year Investment Plan The programme budget is indicative and has been split evenly, apart from the capital funding allocated for Guildhall and the riverfront. There is no other capital available. It will primarily be revenue. The method by which the Programme will allocate funding is yet to be determined, and the governance surrounding this remains at a high-level stage. The investment plan is scheduled to be updated at the end of the first year, at which point there will be a clearer understanding of the Programme's position. Both documents were presented to the Borough Council's Environment and Community (E&C) Panel, on Monday, 20.10.25. The panel expressed their support for the plan, with particular interest in the delivery stage of the Programme. The Board is advised to submit any further feedback or observations by 27.10.25. The plan will be published on 03.11.25 in preparation for the Cabinet meeting on 11.11.25, where it will be presented for approval. Following the Cabinet's decision, the plan will be submitted to MHCLG, after which there will be press activity	

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surrounding the submission and promotion of the plan. Subsequent actions will involve reflecting on priorities, engagements, and development of programme delivery, anticipated to take place around mid-November. The Board will be kept informed of these developments.	
8. Local Assurance Framework Update The Local Assurance Framework is a document originally developed for the Town Deal, to ensure that the Borough Council and the Town Board are clear on the projects being managed, as well as the governance and assurance surrounding the delivery of the Town Deal. The document has recently been updated to reflect the new guidance received from the Government in September, whereby the legacy fund has now been combined into what is referred to as "The Local Regeneration Fund". This update to the Local Assurance Framework document now aligns with the Government's current expectations of local authorities in terms of Programme management. Additionally, the delegation of funding management and decision-making processes around sign-off have been revised in accordance with the new guidance. A separate version of this document will be developed for the Pride in Place Programme in due course. Decisions: 1) The Board approved the document.	
9. ACC & Riverfront Regeneration Funding Changes Report A presentation slide was shared with the Board to provide a brief overview and summary of the objectives of the Riverfront Regeneration project. The aim is to achieve a regenerated and revitalised Riverfront area. To achieve this, the project team is focusing on the refurbishment of the Grade one listed Custom House. This includes making the building accessible via a lift to the first floor, enabling individuals with mobility issues to access the upper level. Additionally, accessible toilets will be provided on the ground floor, thereby ensuring the building is a flexible and inclusive space that serves all users effectively. The scope also includes upgrades and improvements to the Purfleet Quay area adjacent to the Custom House, enabling it to be safely utilised for a broader range of public events. Furthermore, the creation of a dry side facility at the opposite end of the Riverfront will enhance the town's offer to tourists arriving by boat and using punting services. An update was also provided on the current status of the project. Progress is ongoing, with the team preparing to commence RIBA Stage 4 design for the Custom House. Some comments on the planning applications have been received, and determination	

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for core works is expected on 29.10.25. The application for the wider works, recently added to the project scope to include a second exit walkway from the rear of the building, is proving more contentious. The team is currently addressing queries raised by Historic England regarding this element. For the dry side facility, the preferred contractor will be awarded the contract shortly. The intention is for works to commence on site in December, with completion targeted for April 2026, in time for the summer season. An update was provided on the funding position for the project. With an updated project cost for the Custom House works reflecting the inclusion of a second exit and an expanded repair scope, the project is currently facing a funding gap. A breakdown of the funding gap was presented to the Board, along with proposed solution options. These include reallocating funding from other Town Deal projects, scaling back the scope of works at Custom House, or securing additional funding. The following opportunities were identified by the project team and Project Board and presented to the Neighbourhood Board: reallocation of ACC funding for Old meadow Road and LCWIP Wayfinding schemes, value engineering options, and a review of proposed works to proceed only with urgent repairs. It was noted that the Old meadow Road scheme final costs compared to the business case estimates has increased significantly and no longer provide good value for money. Decisions 1) Note changes to Riverfront Regeneration funding position – Noted 2) Agree to the reduction of outputs from ACC programme as set out in option 5 – Agreed 3) Agree to the reallocation of £595k of funding from the Active and Clean Connectivity budget towards the Riverfront Regeneration project – Agreed 4) Subject to agreement on 2&3, progress necessary delegated Project Adjustment Request– Agreed	MA/AR
10. MUCH RIBA 5/6 Report A presentation was shared with the Board to provide a general update on the internal and external works of the Library. Efforts are ongoing to determine the most effective approach to upgrading the external aspects, specifically to facilitate the required drainage and paving works. Discussions are continuing regarding the best option and method to ensure the external works are completed in time for the opening.	

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The Library building itself is scheduled to be ready in December, with external works expected to be completed in early 2026. The project team has secured planning permission for the building and all works within the red line boundary, allowing work to commence. Planning permission for works outside the red line has been submitted and is currently awaiting determination.

The contractors, Project Board, and Library colleagues have collaborated to develop a programme for the opening, including a proposal and plan. All planning processes must be completed prior to the Library's opening, including the closure of the current library to ensure a smooth transition to the new facility. While December was initially considered for the closure, the Project Board acknowledged the sensitivity of this period, particularly for vulnerable individuals who rely on the library as a safe space during the festive season. It is therefore proposed that the current library be closed at the end of the calendar year.

Regarding the timeline for external works, the contractors have developed a plan estimating a duration of approximately 10 weeks.

The MUCH Project Board informed the Board of the projected timeline which envisages opening February 2026.

The Board was also informed of an increase in the budget, attributed to additional external works identified as necessary to complete the project. It is proposed that this additional budget be met through the reallocation of existing NCC Capital Programme funding. This proposal will be taken to Cabinet, with papers scheduled for publication on 24.10.25, alongside a press release.

In terms of communications and promotion, a press release is scheduled for the afternoon of 24.10.25 to provide an update to the public and communicate changes to the opening dates. Social media assets currently in development will share "coming soon" messages and visuals to maintain momentum. Library Services will lead on communications and activities related to the closure of the current library. As there will be no active library in January, the project and library teams are working to establish a mobile library site in the town centre, along with temporary pop-up spaces until the new library opens.

Neighbourhood Board members commented on the communications approach planning applications are still being determined. It was further advised that, where possible, the information should be presented in a manner that avoids negative perception.

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11. STARS Gyratory Plus Update

An update on the STARS scheme was provided to the Board. The scheme was previously presented at the 23rd May 2025 meeting, where the proposed revised business case now incorporating Baxter's Plain element was supported by the Board prior. The next stage at that point was to obtain Department for Transport (DfT) approval.

The Project Board met with DfT in August. The meeting was positive, and the Department expressed continued interest and support for the scheme, including the Southgates element which has had to be descoped due to inflationary pressures on scheme cost. However, they advised that the team should not lose sight of the Southgates and queried whether it would be possible to include some outcomes at Southgates within the available funding allocation. The Project Team subsequently held discussions with DfT around incorporating demolition and planning activities within the available funding allocation but DfT said these activities would not be acceptable. Other active travel LCWIP schemes have been suggested by BCKLWN for inclusion in STARS within the funding and delivery parameters but NCC had concerns around DfT support for this. The Board encouraged exploration of use for the remaining LUF allocation with the potential for the KLNb to consider 10% match funding contribution should these opportunities become viable in any follow up discussions with DfT. The Board discussed continued support for the scheme agreed in May and acknowledged the risks associated with incorporation of other deliverable LCWIP schemes within the timeframe and LUF allocation.

The next step involves completing a project change request form and submitting it to DfT. A draft version will be sent in the coming weeks without the economic case, followed by a revised version including the economic case in December.

It was noted that the funding spend cut-off date could now be March 2029, however, NCC will try to keep to the March 2028 date, despite the possibility of needing planning permission for Baxter's Plain.

Decision:

- 1) The Board agreed to reconfirm its support for the STARS Gyratory Plus scheme, as agreed at the 23rd May 2025 meeting and write a letter of support to accompany the project change request form; requesting continued dialogue with DfT on opportunities for the remaining LUF allocation to support the KLNb's ambitions and commitment to the LCWIP.
- 2) Individual Board members from organisation relevant agreed to write letters of support for the scheme.
- 3) Ian Parkes to email with information to assist with their letters.
- 4) James Wild's letter to emphasise to DfT letting NCC have the ability to still draw on any unused portion of the allocation to other LCWIP schemes.

IP/JC

KH/CWB/SH

IP

JW

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12. High Street Works The Council provided an update on the contractor dispute and prolonged delay. Once a resolution to the current contract has been finalised, the Council will be in a position to appoint a new contractor. Discussions are ongoing with potential contractors regarding the works, with the intention of commencing the project next year.	
13. Project Highlight reports - covering September 2025 a. Programme overview Noted b. <u>Guildhall & Creative Hub</u> The contract signing for the main contractor for the project is due to complete imminently. Start date planned for November and the projected completion date June 2028. Funding opportunities continue to be pursued by the team. c. <u>Active & Clean Connectivity</u> The project has progressed well, with Morgan Sindall advancing through the RIBA 4 design stage. The planning application for the hubs is scheduled to be submitted by 27.10.25. A press release was issued on 23.10.24. d. <u>Riverfront Regeneration</u> No further updates than previously provided elsewhere on the agenda. e. <u>Rail to River</u> No further updates. f. <u>Multi-User Community Hub</u> No further updates than previously provided elsewhere on the agenda.	
11. AOB The Board will be meeting at the College of West Anglia in November. The Chair requested that Board members kindly accommodate an additional hour to the November meeting, in order to support early arrival and agenda planned for the session.	

Meeting closed at 3:00pm

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After the meeting the Vice Chair agreed to the publication of the following papers:		
5. Items to Note. Action log – AGREED Forward work programme – AGREED Comms Update– AGREED 6. Finance Update – AGREED 7. Pride in Place Programme a. Final Draft Regeneration Plan – AGREED b. 4 Year Investment Plan – AGREED 8. Local Assurance Framework Update - AGREED 9. ACC & Riverfront Regeneration Funding Update Report - EXEMPT 10. MUCH RIBA 5/6 Report - EXEMPT 13. Project Highlight reports a. PO EXEMPT b. GH EXEMPT c. ACC EXEMPT d. RF EXEMPT e. R2R AGREED f. M EXEMPT		
Date and time of next Board meeting	Friday 28 November 2025 1:00pm – 4:00pm (arrive to sign in at 12.30pm)	College of West Anglia, Tennyson Road, King's Lynn, PE30 2QW